

A G E N D A
TIGARD CITY COUNCIL WORKSHOP MEETING
FEBRUARY 21, 2006

6:30 PM

1. WORKSHOP MEETING
 - 1.1 Call to Order – Tigard City Council
 - 1.2 Roll Call
 - 1.3 Pledge of Allegiance
 - 1.4 Council Communications & Liaison Reports
 - 1.5 Call to Council and Staff for Non-Agenda Items
2. PRESENTATION OF FINDINGS AND RECOMMENDATIONS FROM THE FINANCIAL STRATEGY TASK FORCE
 - ♦ Staff Report: Finance Staff

7:15 PM

3. JOINT MEETING WITH THE PLANNING COMMISSION – OVERVIEW OF THE COMPREHENSIVE PLAN WORK PROGRAM
 - ♦ Staff Report: Community Development Staff

8:00 PM

4. JOINT MEETING WITH COMMITTEE FOR CITIZEN INVOLVEMENT
 - ♦ Staff Report: Community Development Staff

Recess City Council Meeting: 8:30 p.m.
Convene City Center Development Agency Meeting
Adjourn City Center Development Agency Meeting
Reconvene City Council Meeting

9:00 PM

5. UPDATE ON BURNHAM STREET PROJECT
 - ♦ Staff Report: Engineering Staff

9:15 PM

6. CONSIDER FORMATION OF A LOCAL IMPROVEMENT DISTRICT (LID) IN THE TIGARD TRIANGLE
 - ♦ Staff Report: Engineering Staff

9:35 PM

7. DISCUSSION – COUNCILOR HARDING COMMUNICATION IDEAS
 - ♦ Staff Report: Administration Staff

8. COUNCIL LIAISON REPORTS

9. NON AGENDA ITEMS

10. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

10:00 PM

11. ADJOURNMENT

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AGENDA ITEM # _____
FOR AGENDA OF February 21, 2006

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Presentation of Findings and Recommendations from the Financial Strategy Task Force

PREPARED BY: Tom Imdieke DEPT HEAD OK JI CITY MGR OK cl

ISSUE BEFORE THE COUNCIL

Members of the Financial Strategy Task Force will present their findings and recommendations.

STAFF RECOMMENDATION

No action required.

INFORMATION SUMMARY

On July 12, 2005, City Council approved Resolution No. 05-47, which established the Financial Strategy Task Force. The Task Force is citizen-based and was created to help in developing recommendations that could assist the Council in taking actions to improve the City's financial future and address the projected funding shortfalls.

The Task Force is comprised of the citizen members of the City's Budget Committee, members of the Committee for Citizen Involvement, a representative from the Downtown Task Force, and a representative from the Transportation Financing Strategies Task Force. The Task Force held five meetings where they reviewed the City's five-year financial forecast for all funds and the services provided by the City. The Task Force was provided with the Tigard Municipal Codes and state statutes that govern the various City services and a presentation on the City's visioning process and recent survey results.

Over the course of the five meetings, the Task Force reviewed the City's existing programs and how they compare to other jurisdictions. The Task Force determined that the services the City is providing are consistent with what other jurisdictions are providing and the services meet the requirements of the law. The Task Force discussed how the City currently funds its programs and what the most logical funding source would be for City programs. The Task Force also reviewed and compared how the City's current fees and charges compare to other surrounding jurisdictions.

The results of the Task Force discussions are compiled in the attached report. The report includes various recommendations in addressing the City's financial future including performance audits; developing a financial communication plan, which would include the results of the performance audits; continued adjustment of fees and charges, maximizing grant and shared revenues; and continued cooperation between local jurisdictions.

OTHER ALTERNATIVES CONSIDERED

N/A

COUNCIL GOALS AND TIGARD BEYOND TOMORROW VISION STATEMENT

Council Goal: Stabilize Financial Picture

1. Review Financial Strategy Task Force recommendations.
2. Take appropriate action to control costs.

ATTACHMENT LIST

Financial Strategy Task Force Report to City Council

Attachment 1 – PowerPoint presentation on Tigard's Financial Outlook dated August 24, 2005

Attachment 2 – Financial Ballot Measure Survey

Attachment 3 – Fees and Charges Comparison Chart

Attachment 4 – Comparison of Local Jurisdiction' Permanent Tax Rates

Attachment 5 – Results of Task Force Exercise in Ranking Programs and Funding Sources

Attachment 6 – Matrix of Tigard Municipal Code and State Statutes to City Programs.

Attachment 7 – General Fund Programs/Division Funding Sources Chart

Attachment 8 – Comparison Chart of Services Provided by Surrounding Jurisdictions

FISCAL NOTES

N/A

Financial Strategy Task Force Report to Tigard City Council

January 25, 2006

Background

The Tigard City Council created a citizen-based task force which was asked to help in developing recommendations that could assist the Council in taking actions to improve the City's financial future and address the projected funding shortfalls. The City Council asked that members of the Task Force conduct a comprehensive review and that the recommendations developed address revenue, expenditures, and how services are provided by the City.

The creation of the Task Force came about as the result of the FY 2005-06 budget hearings where the variance between the projected growth of City expenditures and revenues was discussed as part of the five-year financial forecast presentation. The City Council and members of the Budget Committee determined that more citizen involvement and input was needed to identify what steps the City should take next in addressing the City's financial future.

Citizen members of the City's Budget Committee, members of the Committee for Citizen Involvement, a representative from the Downtown Task Force, and a representative from the Transportation Financing Strategies Task Force were asked to participate on the Financial Strategy Task Force. The Task Force held five meetings where members of the Task Force reviewed the five-year financial forecast for all City funds as well as the services provided by City departments. Members of the Task Force also reviewed both the applicable Tigard Municipal Code and state statutes that govern the programs and services that the City must provide. A presentation on the City's visioning process was also made along with the results of the most recent progress report that was published.

Using the information that was provided by staff in the presentations, Task Force members broke into small groups and reviewed existing City programs and compared these to what other local jurisdictions are providing in the surrounding area as well as those that are legally required. Members then discussed and identified what the most logical funding source would be for City programs. Also, members of the Task Force reviewed and evaluated how the City's current fees and charges compare to other surrounding jurisdictions and the rationale for each fee and charge.

As a result of their review of City programs and funding sources, the Task Force members developed a strategy that could be used in evaluating levels of service and identifying potential efficiencies in program operations. The strategy includes conducting performance audits in selected City departments and programs. By conducting performance audits, the City would receive valuable information on any cost saving measures and whether there is still a need to pursue other revenue options, including a local option levy. Therefore, members recommended that performance audits be conducted first to determine whether new revenues are needed.

General Observations

After reviewing the City's programs and funding sources, the Task Force members determined that the programs and services that the City is providing is consistent with what other jurisdictions are providing and meeting the requirements of the law. Task Force members found that many City programs are self sustaining through dedicated funding sources and these funding sources cannot be used for General Fund purposes. Since the operating funding shortfalls are projected to occur primarily in the General Fund, the Task Force members concentrated their discussion primarily in this area. They noted that the two major departments that are funded through the General Fund are Police and Library. Because of this, the Task Force members felt that the initial performance audits and budget prioritization efforts should be focused in these two areas.

As a result of their work, the Task Force identified key steps and recommendations that the City should take in addressing the City's financial future.

Task Force Recommendations

1. The City needs to develop a communication plan that is comprehensive and will provide information on the results of the performance audits, property tax rate education and information, how efficient the City is in providing services, and how City services are actually funded. Key to the property tax education and information is communicating how Tigard's tax rate compares to surrounding jurisdictions (showing that the tax rate is significantly lower). Task Force members also felt that this communication plan and message needs to be consistent and shared often with citizens.
2. After reviewing the mix of City services provided, the Task Force members did not find that the City is providing any services that the City should not be providing. Therefore, the Task Force is not recommending a change in current services provided.
3. Performance audits should be conducted in key areas/programs, especially in the General Fund:
 - a. The cost of audits should be added into the budget as soon as possible.
 - b. The audits must be conducted by a credible independent party which could include the use of professional organizations and/or graduate students rather than simply an audit firm. This could reduce the cost of the performance audits.
 - c. Continued citizen involvement in the performance audit process is important.
 - d. The results of the audits would then be used to either gain efficiency that eliminates the projected budget shortfalls or to communicate how effective and efficient City programs are.
 - e. If the audits show that no significant cost savings can be realized, then prepare options for a local option levy. Please see recommended approach to local option levy outlined later.

4. The City should continue adjusting fees and charges to recover costs and make periodic adjustments as needed. The City should continue reviewing fees and charges on an annual basis.
5. The City should support any reasonable County tax measure that would bring additional revenue to the City. This will be extremely important in the resolution of future library funding through the Washington County Cooperative Library Services (WCCLS).
6. The City should monitor and make sure that the City is maximizing grant revenues and the City's share of revenues from the State of Oregon, Washington County, and Clean Water Services.
7. In any local option levy proposal, the rate should capture not only the cost of the program or service, but also the cost of all related support services and overhead.
8. The City should develop and pursue corporate/private sector funding and/or sponsorships for programs and projects whenever possible.
9. The City should initiate and continue to pursue any existing efforts in developing cooperative agreements with other local jurisdictions. This could include equipment sharing and minimizing the duplication of delivering services.
10. The financial impact on future City budgets should always be analyzed when considering new program initiatives and capital acquisition or construction.

Overall Approach to Local Option Levy

The Task Force recommends a sequential set of actions as an overall financial strategy. The City would only proceed to the next sequential step if the prior step fails to remedy the projected budget shortfalls.

The sequential actions are:

1. Conduct performance audits in key areas/programs (primarily programs funded using General Fund resources) to identify opportunities for improved efficiencies and cost savings.
2. Begin prioritizing General Fund programs now so department directors can clearly articulate what programs/services are least important in their areas and the associated costs of each program – department directors should be encouraged to rank prioritize from least to more important up to 15% reductions in overall department budget.
3. Carefully organize and articulate a local option levy campaign in the community that logically explains that performance audits have not identified cost savings

and thus the City has two options – increase revenue with a local option levy or eliminate the lowest prioritized services.

4. Determine the magnitude of the budget shortfall and provide the community with a series of local option levies (cafeteria style) that allow residents to make specific choices among the lowest prioritized services and the associated tax. Programs approved by voters would continue and all others would be eliminated. To maintain credibility with the community, all services not approved by voters must be eliminated.

Attachments

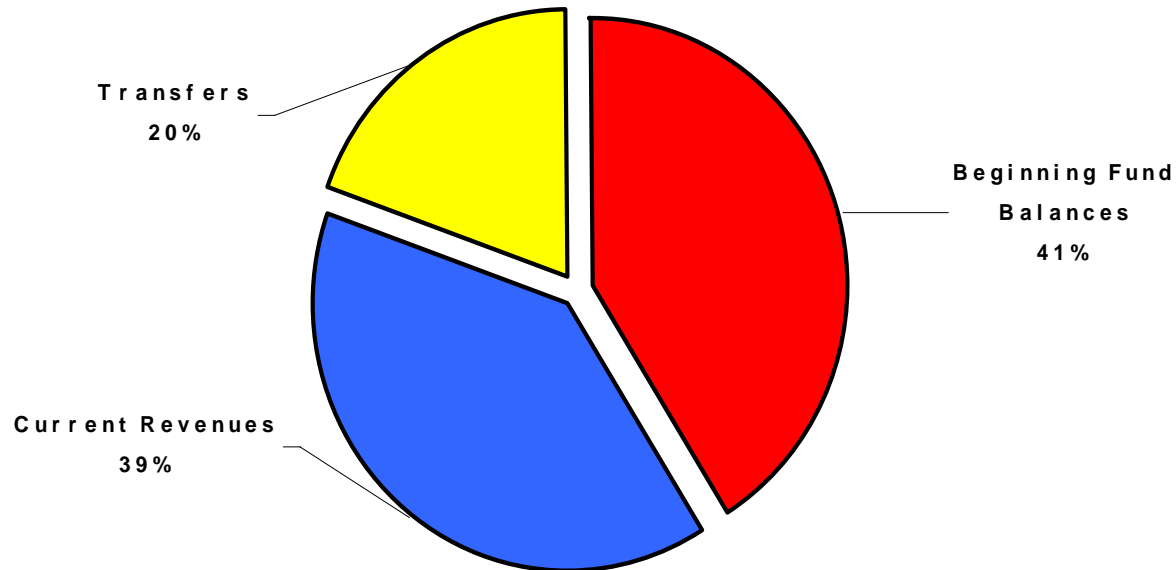
1. PowerPoint presentation on Tigard's Financial Outlook dated August 24, 2005.
2. Financial Ballot Measure Survey
3. Fees and Charges Comparison Chart
4. Comparison of Local Jurisdiction's Permanent Tax Rates
5. Results of Task Force Exercise in Ranking Programs and Funding Sources
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8. Comparison Chart of Services Provided by Surrounding Jurisdictions

Financial Strategy Task Force

Tigard's Financial Outlook

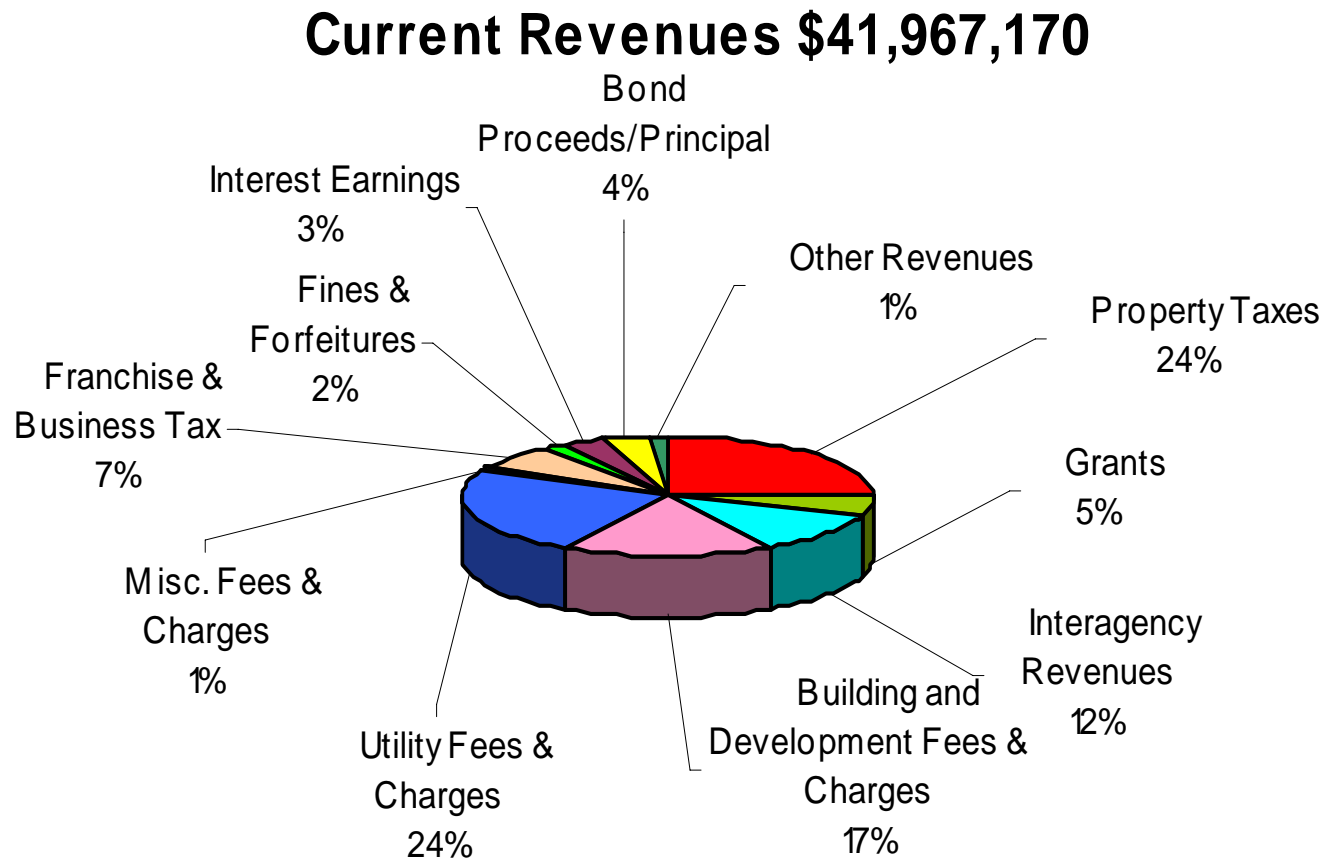
August 24, 2005

Where the Money Comes From



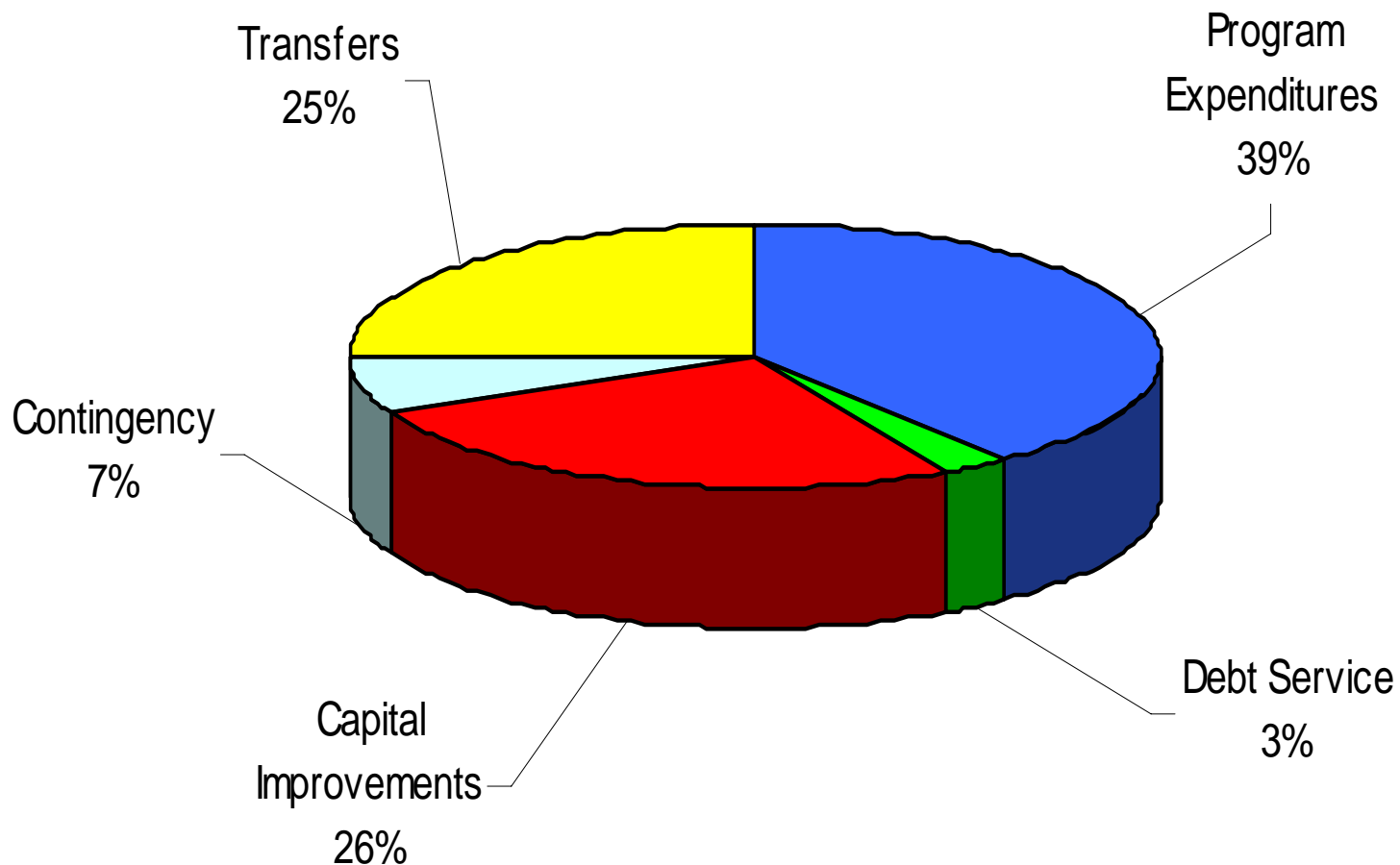
Total Resources \$106,777,290

Where the Money Comes From

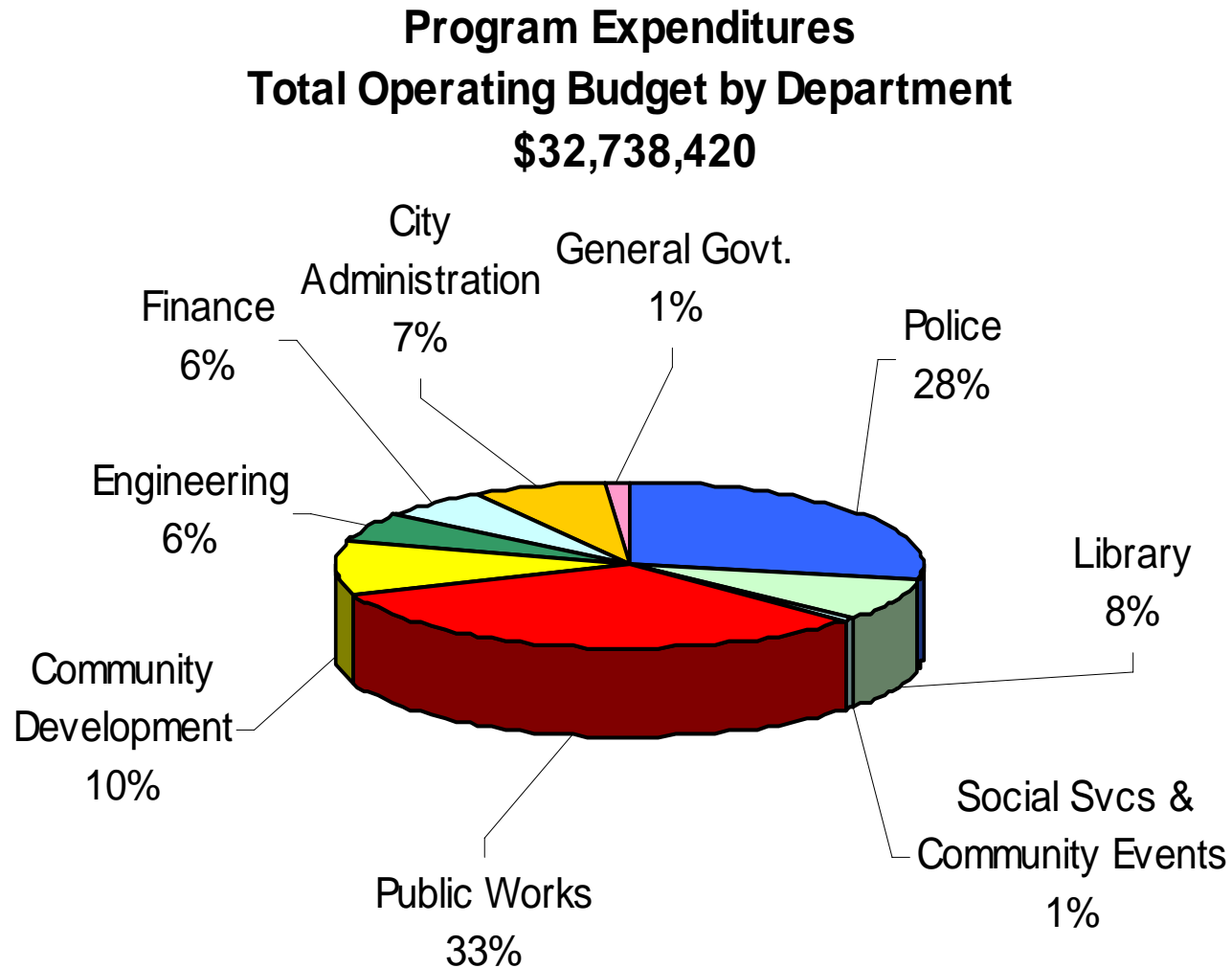


Where the Money Goes

Total Appropriations \$82,752,110



Where the Money Goes



Unrestricted vs. Restricted

(Accounted for in 26 Different Funds)

- **Unrestricted**
 - **Property Taxes**
 - **State Revenue Sharing**
 - **Hotel/Motel Tax**
 - **Interest Earnings**
 - **Franchise Fee/Business Tax Revenues**

- **Restricted**
 - **User Fees – Enterprise Funds**
 - **Connection Fees**
 - **Other System Development Charges**
 - **Building Fees**
 - **Fines and Forfeiture**
 - **Gas Tax**
 - **Street Maintenance Fee**
 - **WCCLS**

General Fund

- Police
- Municipal Court
- Library
- Social Services/Community Events
- Parks and Grounds
- Community Development – Admin and Planning
- Engineering
- Mayor and Council

General Fund Revenue Sources

- ✓ Property Taxes

- ✓ Other Agencies

 - Grants, State, 911 Emergency Tax, Hotel/Motel, and WCCLS

- ✓ Fees and Charges

 - Business Tax, Planning & Engineering, Lien Search, Park Reservations, Misc. Library, and Alarm Permit

- ✓ Fines

 - Traffic, Library, and Civic

- ✓ Franchise Fees

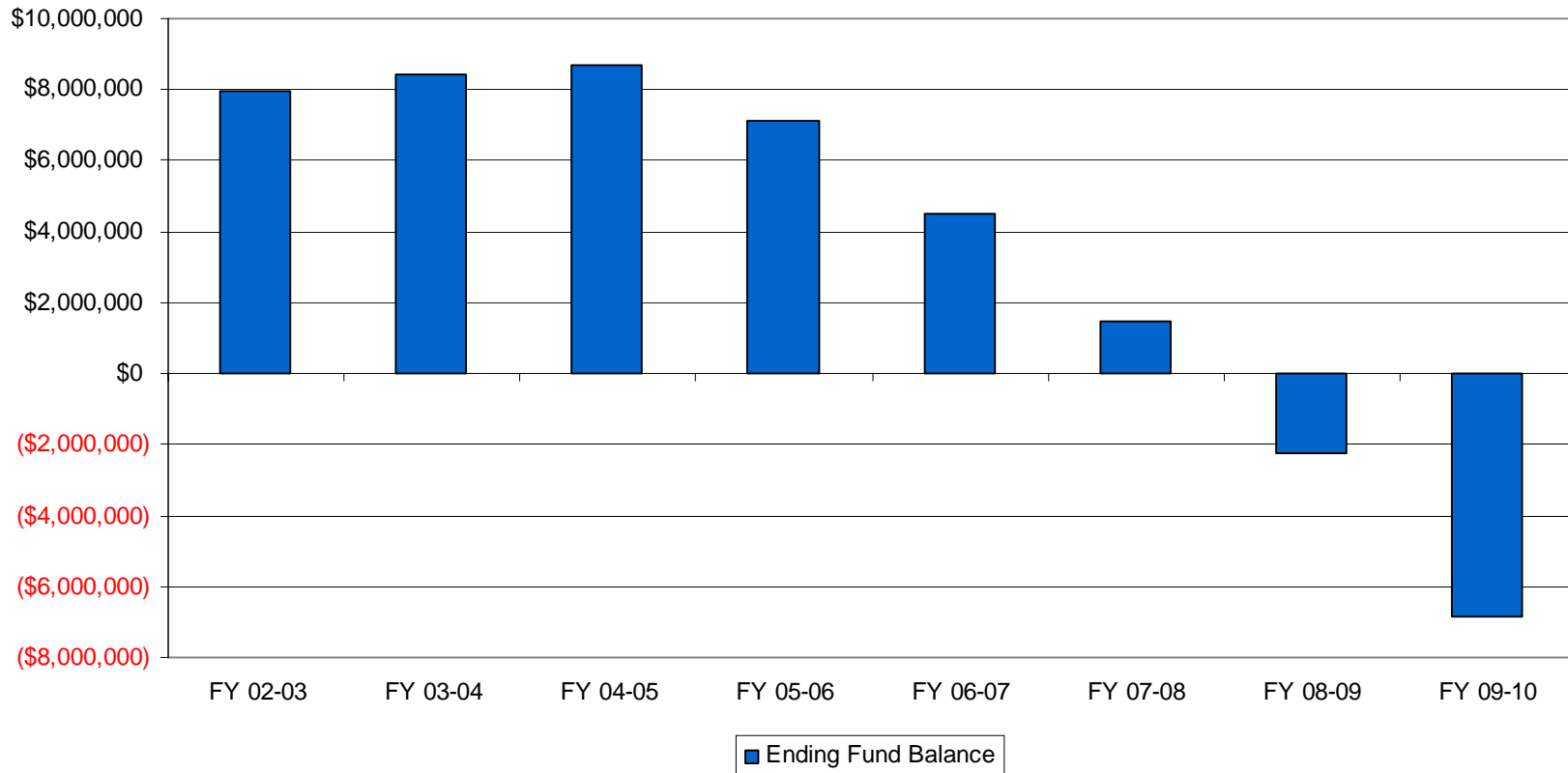
 - Electric, Gas, Telecommunications, Garbage, and Cable TV

- ✓ Interest

 - ✓ Investment Income

General Fund Financial Outlook

**City of Tigard
FY 2005-10 Financial Forecast
General Fund
Projected Ending Fund Balances**



Enterprise Funds

- Funds
 - Sanitary, Storm, Water, Water CIP, Water Quality/Quantity, Water SDC
- Public Works
 - Sanitary Sewer
 - Storm Sewer
 - Water
 - Capital Projects

Enterprise Fund Revenue Sources

- ✓ Charges for Service

- Sanitary, Storm Water, and Water

- ✓ Connection Fees (SDCs)

- Sanitary, Storm Water, and Water

- ✓ Miscellaneous Fees

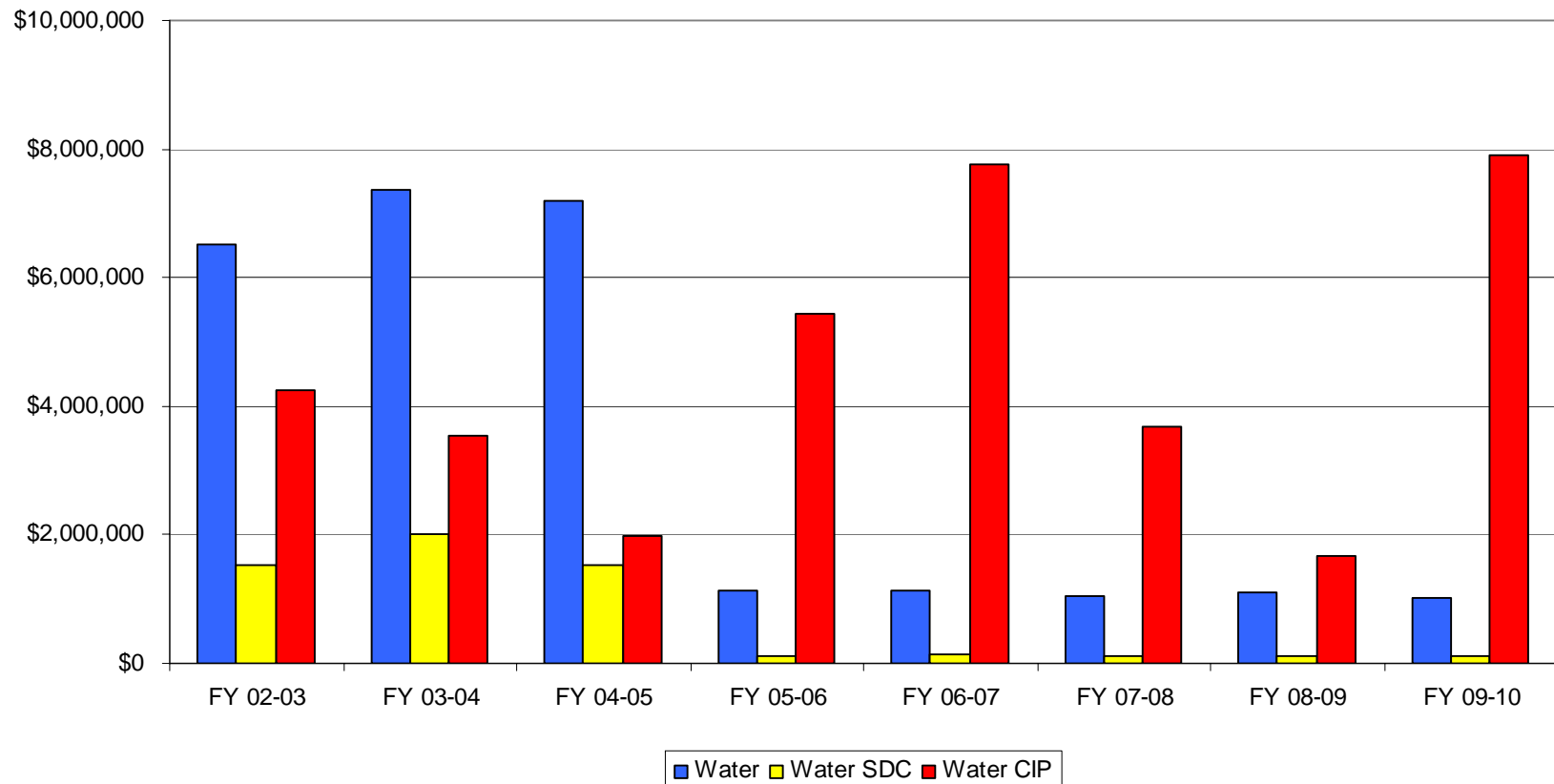
- Meter Installation, Late Fees, and Etc.

- ✓ Interest

- Investment Income

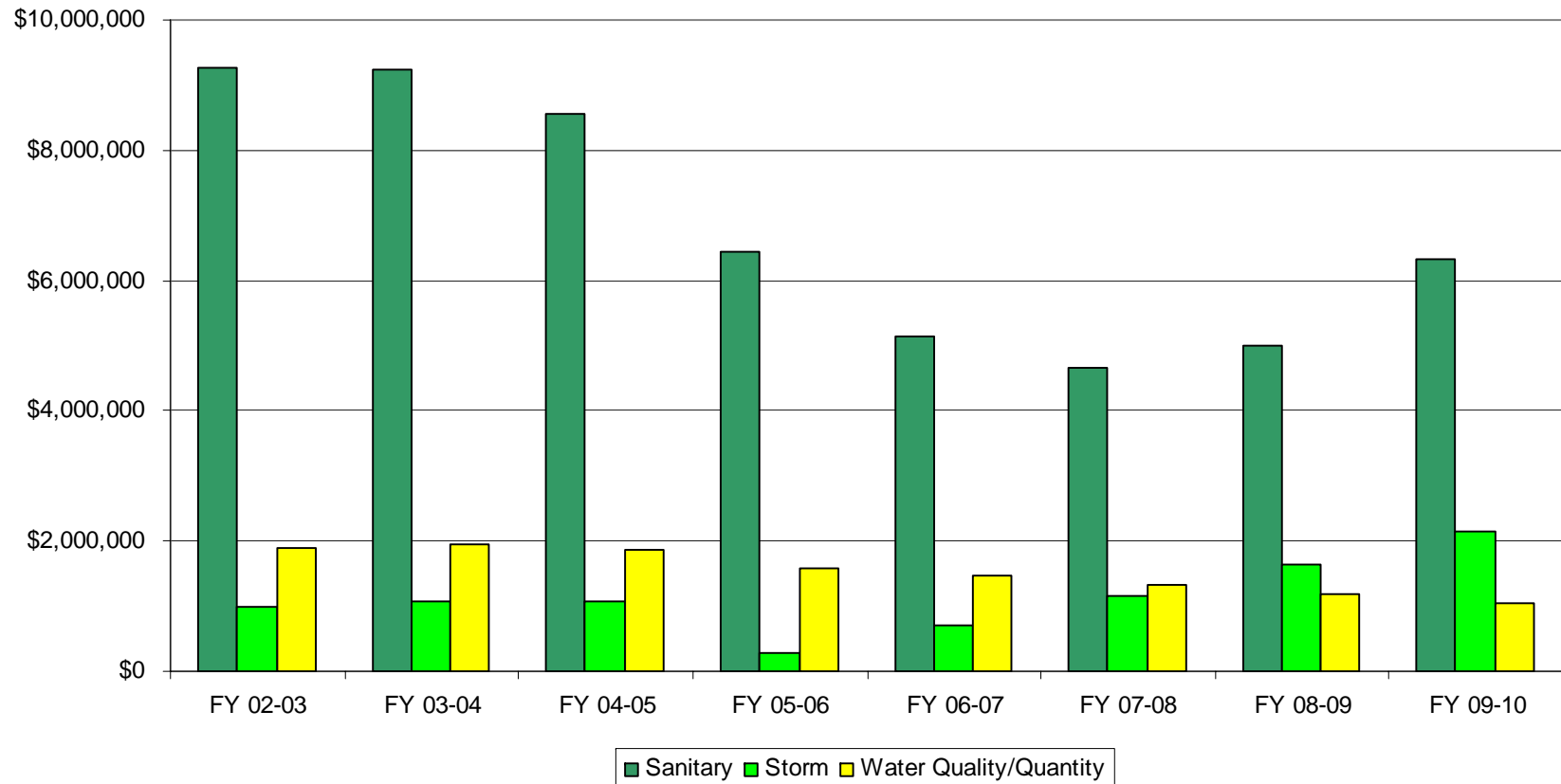
Water Funds Financial Outlook

**City of Tigard
FY 2005-10 Financial Forecast
Water Funds
Projected Ending Fund Balances**



Sewer Funds Financial Outlook

**City of Tigard
FY 2005-10 Financial Forecast
Sewer Funds
Projected Ending Fund Balances**



Special Revenue Funds

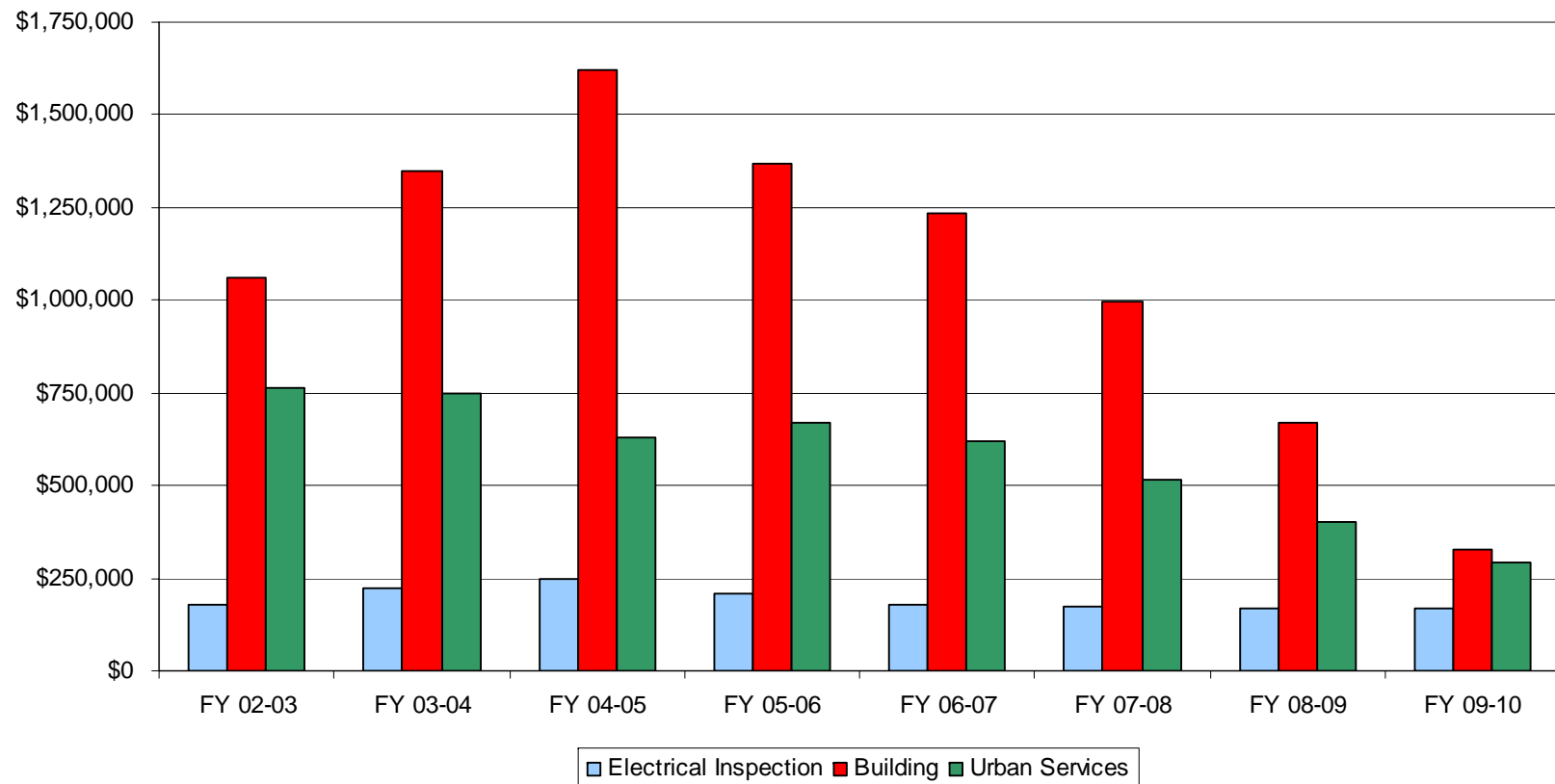
- Funds
 - Building
 - Electrical Inspection
- Revenue Sources
 - ✓ Fees & Charges
 - Permit & Plan Check Fees
 - ✓ Interest
 - Investment Income
- Development Services
 - Building Inspection

Special Revenue Funds

- Fund
 - Urban Services Fund
- Revenue Sources
 - ✓ Fees & Charges
 - Permit & Plan Check Fees
 - ✓ Interest
 - Investment Income
- Development Services
 - Building Inspection
 - Engineering
 - Planning

Special Revenue Funds

**City of Tigard
FY 2005-10 Financial Forecast
Development Funds
Projected Ending Fund Balances**

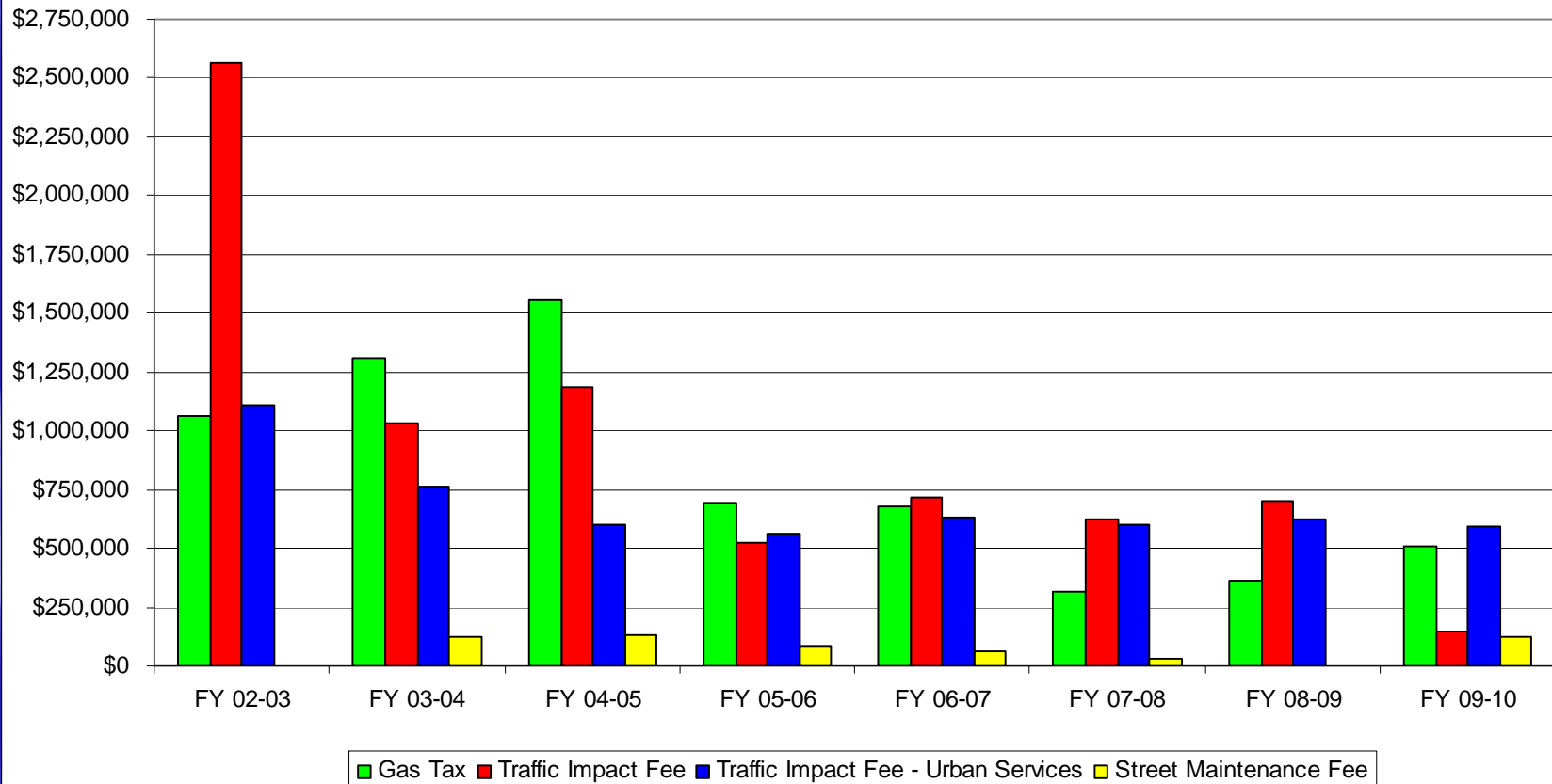


Special Revenue Funds

- Funds
 - Gas Tax, Street Maintenance Fee, Traffic Impact Fee, Traffic Impact Fee – Urban Services, and Underground Utility
- Revenue Sources
 - ✓ Other Agencies
 - Grants and State & County Gas Tax
 - ✓ Fees & Charges
 - Street Maintenance Fee
 - Fee in lieu of
 - Traffic Impact Fee
 - ✓ Interest
 - Investment Income
- Capital Improvements Program
 - Road Maintenance, Capital Projects, and Utilities

Special Revenue Funds

City of Tigard
FY 2005-10 Financial Forecast
Road Funds
Projected Ending Fund Balances

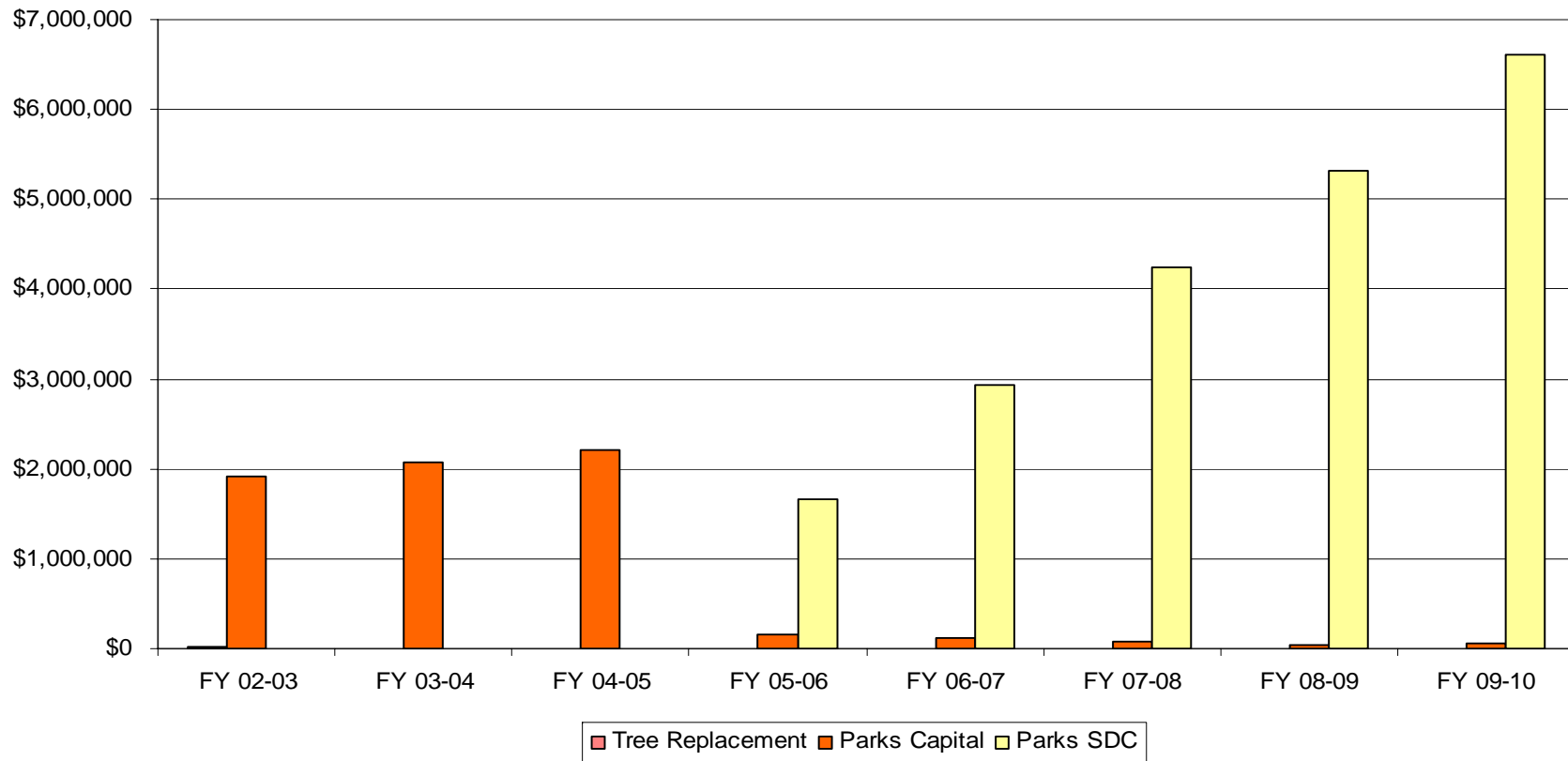


Special Revenue Funds

- Funds
 - Parks SDC Fund
 - Parks Capital Fund (Capital Projects Fund)
- Revenue Sources
 - ✓ Other Agencies
 - Grants and Donations
 - ✓ Fees & Charges
 - System Development Charge and Tree Replacement
 - ✓ Interest
 - Investment Income
- Capital Improvements Program
 - Land Acquisition and Park Development

Special Revenue Funds

**City of Tigard
FY 2005-10 Financial Forecast
Parks Funds
Projected Ending Fund Balances**



Special Revenue Funds

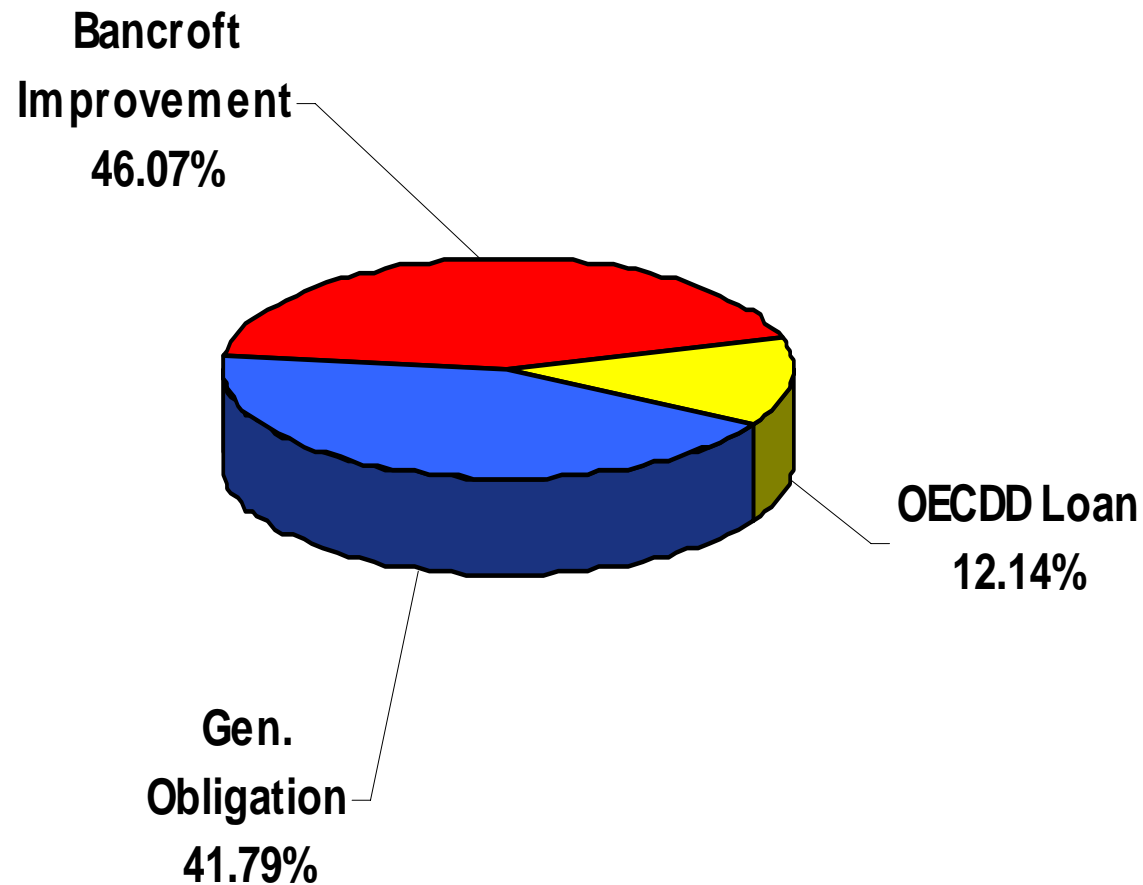
- Funds
 - Criminal Forfeiture and Insurance
- Revenue Sources
 - ✓ Fines and Cost Recoveries
 - Forfeiture Revenues
 - Refunds
 - ✓ Interest
 - Investment Income
- Programs
 - Public Safety
 - Reserve

Debt Service

- Funds
 - Bancroft Bond
 - General Obligation (GO)
- Revenue Sources
 - ✓ Property Taxes
 - Current and Prior Year
 - ✓ Bond and Note Proceeds
 - Proceeds from Sell of Bonds
 - Principal and Interest Payments
 - ✓ Interest
 - Investment Income
- Debt Service
 - Debt Payments (GO, Bancroft, and Loan)

Existing Debt

Debt Service by Type



Outstanding Debt

- General Obligation - \$12,060,540
 - Library Bond
 - Paid from Property Taxes
- Special Assessment – \$3,089,861
 - Bancroft/LID
 - Paid by Property Owners
- Loans - \$1,681,637
 - Oregon Economic Community Development Dept.
 - Paid from Parks SDCs

Capital Projects

- Funds
 - Facility Fund
 - Parks Capital (Covered Under Parks Capital Fund)
 - Local Improvement Districts (LID)
- Revenue Sources
 - ✓ Other
 - Transfers from Other Funds
 - Bond/Note Proceeds
 - ✓ Interest
 - Investment Income
- Capital Improvements
 - Facility Improvements, Road Improvements, Park Acquisition and Development

Internal Services

- Funds
 - Central Services Fund
 - Fleet/Property Management Fund
- Revenue Sources
 - ✓ Other
 - Transfers from Other Funds
 - ✓ Interest
 - Investment Income
- Programs and Services
 - Fleet and Property Management, Finance, Office Services, City Attorney, Human Resources, Risk Management, City Management, and Information Technology

So What Has Been Done So Far?

Revenue Generating Initiatives

- Annual Review of Fees and Charges
- Street Maintenance Fee
- Adjusted Planning, Engineering & Building Fees
- Long Range Planning Fee
- Fees Adjusted Annually Using the CPI or ENR
- Revised Park SDC Methodology

So What Has Been Done So Far?

Revenue Generating Initiatives

- Annual Water Rate Adjustments
- Increase in Franchise Fee on Natural Gas and Solid Waste
- Becoming a Passport Application Agency
- Pursue Grant Funding When Available
- Closely Monitor Investments

So What Has Been Done So Far?

Cost Reductions or Containmentment

- Limited Staffing
- Reduced Park Maintenance
- Use of Contracted Services
- Use of New Technology
- Limit Membership in Professional Organizations
- Reduced Education and Training

So What Has Been Done So Far?

Cost Reductions or Containmentment

- Cross Training/Job Sharing
- Extended Equipment/Vehicle Replacements
- Reduced Library Open Hours
- Employee Contributions to Help Offset Health Insurance Costs and Higher Deductibles
- Maximize Use of Volunteers
- Limited Growth in Capital Improvement Program

Projected Needs

- Non-SDC Revenue Source for Parks
- Downtown Improvements
- Cost of Growth Management
- Address Projected Short Fall in General Fund (Library and Public Safety)
- Funding Source for New Initiatives (i.e., Park Maintenance)

Projected Needs

- Long Term Financing of Transportation Projects
- Maintenance and Growth in Infrastructure
- Long Term Water Supply
- Information Technology

ATTACHMENT 2
Financial Ballot Measure Survey
December, 2005
(Revised on December 21, 2005)

Jurisdiction	Purpose of Measure	Amount	Type	Timing of measure
Beaverton	Nothing planned for next 4-5 years.	N/A	N/A	N/A
Beaverton School District	Primarily Land Acquisition, New Construction, Facility Improvements	\$195 million	Capital Construction Bond	May, 2006
Tualatin	Serial levy to pay for the operating costs for the Library.	Library - 13 cents per Thousand	Local Option Levy	May, 2006
Hillsboro	Renewal for Police, Fire, Parks & Recreation	Estimated at \$1.10 per thousand, they may decide to add for Library based on the WCCLS.	Local Option Levy	November, 2006
Forest Grove	Current 5-year Local Option Levy expires on June 30, 2008, place renewal on ballot.	Current rate is .99 per thousand and it may be increased.	Local Option Levy	November, 2006
Lake Oswego	Nothing concrete, have discussed a bond measure for a Centennial Project in a couple of years.	N/A	N/A	N/A
Metro	Primarily Open Space Acquisition	Up to \$250 million Estimated impact of \$30 per year on a home assessed at \$200,000	General Obligation	November, 2006
Sherwood	Nothing planned	N/A	N/A	N/A
Tigard-Tualatin School District (TTSD)	Nothing planned	N/A	N/A	N/A
Tualatin Valley Fire & Rescue (TVF&R)	Will probably go for renewal in 08 as current levy expires. Also considering an operating levy for 06 for the new stations	Unknown at this time	Local Option Levy	November, 2006 and November, 2008

Financial Ballot Measure Survey
December, 2005
(Revised on December 21, 2005)

Jurisdiction	Purpose of Measure	Amount	Type	Timing of measure
Tualatin Hills Park & Recreation District (THPRD)	Nothing planned	N/A	N/A	
Washington County	Local Option Levy for Public Safety WCCLS - Unknown at this time	Unknown at this time	Local Option Levy	November, 2006
Updated on November 10, 2005				
Wilsonville	Considering a Local Option Levy for Public Safety, Library, and Parks Maintenance.	Unknown at this time	Local Option Levy	November, 2006
	Also considering a bond measure for a new pool, recreation, and aquatic center.	Unknown at this time	General Obligation	November, 2006
North Plains	Police Levy	Unknown at this time	Local Option Levy	November, 2006

FEES AND CHARGES COMPARISON EXPLANATION

FINANCIAL STRATEGY TASK FORCE
DECEMBER 21, 2005

Street Maintenance Fee:

- Of cities in comparison, only Tigard and Lake Oswego have this fee
- Charge monthly based on housing units for residential and multi-family
- Tigard has the lower fee

Business Tax/License Fee:

- Assumed a standard commercial business with 15 employees
- Some cities have different rates for new businesses and renewing businesses; Tigard doesn't differentiate
- Average new business fee is \$130,000; Tigard's fee is \$110.00
- Average renewing business fee is \$110,000; Tigard's fee is \$110.00

Park SDC:

- Fees vary for residential and commercial
- Residential fee calculated per housing unit
- Commercial fee calculated on either number of employees or parking spaces
- Average residential fee is \$2,445; Tigard's fee is \$3,753
- Average commercial fee for business with 50 employees or 65 parking spaces is \$11,484; Tigard's fee is \$12,700

Franchise Fee:

- Assumed each of the utilities had gross revenues of \$500,000
- For cable, all cities that charge a franchise, charge the 5% maximum
- For electricity, average franchise fee revenue is \$20,417; Tigard's is \$15,000
- For natural gas, average franchise fee revenue is \$20,833; Tigard's is \$25,000
- For telecommunications, average franchise fee revenue is \$27,379; Tigard's is \$25,000
- For solid waste, average franchise fee revenue is \$19,000; Tigard's is \$20,000

Building Fees:

- Assumed a 2,500 square foot 3 bedroom, 3 bath residential home for a single-family building application
- Assumed a 30,000 square foot office building for a commercial building application
- A single-family building application requires more than just a building permit, also requires a building plan review, plumbing permit, electrical permit, a mechanical permit, and a state surcharge
- Average total permit cost for a single-family building application is \$3,033; Tigard's fee is \$2,989
- A commercial building permit includes the permit fee, plan review fee, state surcharge, and Fire, Life, & Safety fee
- Average total commercial building permit cost is \$7,936; Tigard's fee is \$6,554
- In addition to a building permit, commercial applications must also get a mechanical permit, which includes a permit fee, a plan review fee, and a state surcharge
- Average total commercial mechanical permit cost is \$1,022; Tigard's fee is \$1,026

FEES AND CHARGES COMPARISON

FINANCIAL STRATEGY TASK FORCE
DECEMBER 21, 2005

Street Maintenance Fee:

<u>City</u>	<u>Residential Monthly Rate</u>	<u>Multi-Family Monthly Rate</u>
Tigard	\$2.18/unit	\$2.18/unit
Lake Oswego	\$3.75/unit	\$2.68/unit

None of the other cities selected for comparison have a street maintenance fee.

Business Tax/License Fee:

Assume a business with 15 employees.

<u>City</u>	<u>New Business Tax/License Fee</u>	<u>Renewal Business Tax/License Fee</u>
Tigard	\$110.00	\$110.00
Beaverton	\$143.50	\$143.50
Hillsboro	\$170.00	\$90.00
Lake Oswego	\$145.00	\$100.00
Gresham	\$114.00	\$114.00
Washington County	N/A	N/A
Vancouver, WA	\$100.00	\$100.00

Park SDC:

For commercial/industrial assume 50 employees and 65 parking spaces.

<u>City</u>	<u>Single Family</u>	<u>Commercial/Industrial by employee</u>	<u>Commercial/Industrial by parking spaces</u>
Tigard	\$3,753.00	\$12,750.00	N/A
Beaverton	\$2,720.00	\$5,525.00	N/A
Hillsboro	\$2,276.00	N/A	\$24,830.00
Lake Oswego	\$2,825.00	\$13,200.00	N/A
Gresham	\$1,115.00	\$1,115.00	N/A
Washington County	N/A	N/A	N/A
Vancouver, WA	\$1,674 - \$2,751	N/A	N/A

Franchise Fee:

Assume each franchise listed has gross revenues of \$500,000.

It should be noted that the State of Washington prohibits cities from charging franchise fees to utilities except for Cable TV, which is regulated by the federal government and caps franchise fees at 5% of gross revenues. Instead of franchise fees, Vancouver charges a utility tax of 6% to electrical, natural gas, and telecommunication companies.

<u>City</u>	<u>Cable TV</u>	<u>Electricity</u>	Natural <u>Gas</u>	<u>Telecomm.</u>	<u>Solid Waste</u>
Tigard	\$25,000	\$15,000	\$25,000	\$25,000	\$20,000
Beaverton	\$25,000	\$17,500	\$15,000	\$20,150	\$20,000
				to \$25,000	
Hillsboro	\$25,000	\$17,500	\$15,000	\$35,000	\$15,000
Lake Oswego	\$25,000	\$17,500	\$15,000	\$21,500	\$15,000
Gresham	N/A	\$25,000	\$25,000	\$35,000	\$25,000
Washington County	\$25,000	State statute prohibits counties from collecting franchise fees on these types of utilities.			
Vancouver, WA	\$25,000	\$30,000	\$30,000	\$30,000	

Comparison of Local Jurisdiction's Tax Rates

Tax Rates for FY 05-06

City	Permanent Rate	LOL Rate	Total Rate
Gaston	6.6146	0.0000	6.61460
Lake Oswego*	5.0353	0.0000	5.03530
Forest Grove	3.9554	0.9900	4.94540
Hillsboro	3.6665	1.1000	4.76650
Beaverton	4.6180	0.0000	4.61800
Portland	4.5770	0.0000	4.57700
Cornelius	3.9836	0.0000	3.98360
Sherwood	3.2975	0.0000	3.29750
Tualatin	2.6650	0.0000	2.66500
Wilsonville	2.5206	0.0000	2.52060
Tigard	2.5131	0.0000	2.51310
King City	1.5261	0.4149	1.94100

*Lake Oswego's permanent rate is 5.053; however, their requested rate in FY 05-06 is 4.9703

Red Group

Priority Ranking	Division/Program	Program Funding Source	Comments
Initial ranking was varied. The group decided that the divisions/programs listed were all of value.	Municipal Court	Should be fee supported.	Look at possibility of it being a violations bureau only.
	Mayor and Council	General Fund, Property Tax	Needed for foresight
	Engineering	Governmental transfers and fees.	Make sure staff is charging their time out (fully loaded hourly rates). Maximize user fees.
	Long Range Planning	Tie fees to private applications.	Should be cost of service based.
	Current Planning	Fees and Transfers	Maximize user fees.
	Parks and Grounds	Corporate sponsorships and fees	Possible spinoff to service district. Maximize use of volunteer labor.
	Social Services/Community Events	Corporate sponsorships, intergovernmental agreements,	
	Library	Voter approved levies and fees	Charge for internet access and video rentals (even if by sliding scale).
	Police/Law Enforcement	General Fund, property taxes	Control use of overtime

Green Group

Priority Ranking	Division/Program	Program Funding Source	Comments
9	Municipal Court	Fines	
1	Mayor and Council	Property Taxes	
3	Engineering	User Fees & Charges; Franchise Fees; Property Taxes	
4	Long Range Planning	User Fees & Charges; Business Tax; Hotel/Motel; State Shared Revenues; and Property Taxes	
5	Current Planning	User Fees & Charges; Franchise Fees	
6	Parks and Grounds	Property Taxes; County; State Shared Revenues; Grants; User Fees & Charges	
8	Social Services/Community Events	State Shared Revenues and Property Taxes	
7	Library	Grants; User Fees & Charges; WCCLS; Fines	

2

Police/Law Enforcement

Property Taxes; Fines;
Grants; User Fees &
Charges; Business Tax

2

Police/Law Enforcement

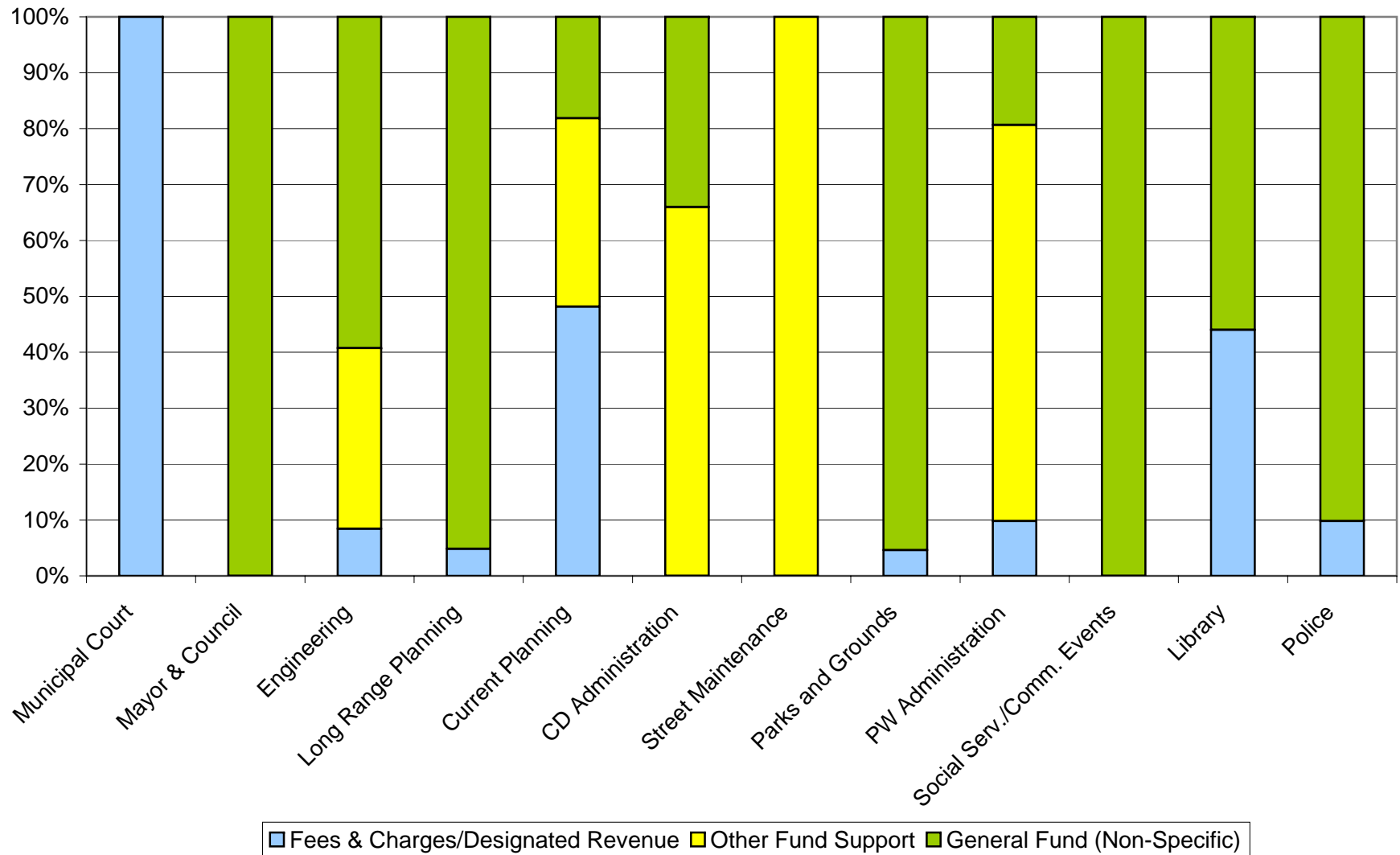
Property Taxes; Fines;
Grants; User Fees &
Charges; Business Tax

City of Tigard

Primary Tigard Municipal/State Statutes Governing City Programs/Departments

Tigard City Charter	Tigard Municipal Code	Oregon Revised Statutes	Other	City Departments/Organizational Units
Chapters III, IV, and V		ORS 221		Mayor and Council Duties, Salary, Office Established, Appointment and Removal
	Chapter 2.60			City Attorney Appointment and Removal
Chapter V, Section 20A	Chapter 2.04			City Administration (City Manager) Duties, Salary, Office Established, Appointment and Removal
Chapter II, Section 4 and 5	Chapter 2.28 Chapter 5.20 Chapter 2.30 Title 7 Title 10	ORS, Chapter 471.311; Chapter 471.605 ORS 133 ORS - 1971 Criminal Code, ORS 161-169, US Constitution ORS 161-169		Police Department Police Reserve - Established and Duties Outlined Liquor License Application Police Department - Established, Responsibility and Authority Criminal Code Vehicles and Traffic
	Chapter 2.36 Chapter 2.36.030		Washington County Cooperative Library Services Intergovernmental Agreement	Library Public Library - Established Public Library Board - Established
	Title 13.04 Title 13.09 Title 15	ORS 223 ORS, Chapter 672.025		Engineering Local Improvement Districts Reimbursement Districts Streets and Sidewalks Practice of Land Surveying Without Registratiion Prohibited; Seal Required
Chapter IX, Section 45-50	Chapter 1.16.030 Chapter 2.08 Chapter 2.09 Chapter 2.64 Title 18 Chapter 18.320 Title 14 Chapter 14.16	ORS 215 ORS, Chapter 92 ORS, Chapter 195 ORS, Chapter 197 OAR 918-020-0010,0015,0070,0080 ORS, Chapter 227 ORS, Chapter 222 ORS, Chapter 455 International Building Code	Washington County Urban Services Area Agreement	Community Development Code Enforcement Planning Commission Building Appeals Board City Center Development Agency Community Development Code Subdivisions and Partitions Local Government Planning Coordination Comprehensive Land Use Planning Coordination Building Code City Planning and Zoning Annexation Building Code Property Maintenance Regulations
Chapter V, Section 22A	Chapter 2.46 Title 3 Chapter 5.04	ORS, Chapter 294		Finance Finance Officer Local Contract Review Board Revenue and Finance Finance and Budget Business Tax
Chapter III, Section 10, 21	Chapter 2.16 Chapter 2.46.090 Chapter 2.48 Chapter 12.03	ORS 221.336 OAR, Chapter 166 ORS 225		Municipal Court (Municipal Judge) Records Utility Billing
Chapter III, Section 10, Chapter V, Section 22	Chapter 2.40	ORS 221.918		City Recorder
	Title 9 Chapter 2.12 Chapter 12.02 Chapter 12.10 Chapter 12.02 Chapter 11.04	ORS 226, ORS 266 ORS 224, ORS 454 ORS 373, ORS 366 ORS 225, ORS 552, ORS 264 ORS 224, ORS 450, ORS 468B ORS 459, 459A	Clean Water Services Intergovernmental Agreement IWB Agreement, TWD Clean Water Services Intergovernmental Agreement	Public Works <u>Park and Grounds</u> Park and Recreation Advisory Board <u>Sanitary Sewer</u> <u>Street Maintenance</u> <u>Water</u> <u>Stormwater</u> <u>Solid Waste Management</u>

General Fund Programs/Divisions Funding Sources



ATTACHMENT 8
COMPARISON OF SERVICES PROVIDED BY VARIOUS CITIES

	Tigard	Beaverton	Tualatin	Hillsboro	Portland	Lake Oswego	Gresham	Wilsonville	Oregon City	Salem	Eugene	Bend	Medford	Newport
<u>Mayor & Council</u> <u>City Manager</u> <u>City Attorney</u> Community Services					No City Manager									
<u>Police</u> Administration Operations Support Services <u>Library</u> Administration Readers' Services Technical Services Circulation					County County County County		County County County County						County County County County	
Public Works Administration Parks & Grounds Sanitary Sewer Storm Sewer Street Maintenance Fleet Maintenance Property Management Water														
Development Services <u>Community Development</u> Administration Building Inspection Current Planning Long Range Planning <u>Engineering</u> Engineering Department Street Lights & Signals														
Policy & Administration <u>City Administration</u> City Management Human Resources Risk Management Information Technology <u>Finance</u> Administration Financial Operations Administrative Services		Mayor's Office			Mayor/Council									
STATISTICS														
Population (2004 Census)	44,650	80,900	24,940	79,940	550,560	35,750	94,205	16,250	28,370	143,700	144,640	65,210	69,220	9,760

AGENDA ITEM # _____
FOR AGENDA OF 2/21/06

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Joint Meeting with the Planning Commission - Overview of the Comprehensive Plan Work Program

PREPARED BY: Beth St. Amand DEPT HEAD OK _____ CITY MGR OK CR

ISSUE BEFORE THE COUNCIL

Hold joint meeting with the Commission to discuss the Comprehensive Plan Work Program and current land use issues.

STAFF RECOMMENDATION

Review and discuss the work program and current land use issues and provide direction where appropriate.

INFORMATION SUMMARY

In 1983, Tigard's Comprehensive Plan was created to plan for 1980-2000. Tigard is now beginning its Comprehensive Plan Update to address the next 20 years. This effort will involve the Planning Commission, City Council, and Committee for Citizen Involvement, as well as the citizenry at-large. The Planning Commission will act as the Plan's Steering Committee.

The Comprehensive Plan will guide Tigard's planning, actions, and investments over the next 20 years. From urban services and public facilities, to housing, economic development to land use, the Comprehensive Plan sets a policy direction for the City. Through a citizen-driven process, the plan will convert the community's vision for its future into an action plan for City staff and elected officials. Other major initiatives – including the Capital Improvement Program, the City budget, functional/facility plans, City policies and the Development Code – build upon the Comprehensive Plan. The Plan will be based on the values and issues identified through previous citizen surveys, Tigard Beyond Tomorrow and a community attitude survey, a fact base of current conditions and state and regional requirements.

The proposed work program will be reviewed during the meeting. The attached PowerPoint (Attachment 1) was presented to Planning Commission on February 6, 2006, and the Committee for Citizen Involvement on February 16, 2006.

In addition, the following topics: annexation, planned development code revision, lot-size averaging, and the hearings officer call-up, have been suggested for discussion by the Council and Planning Commission.

OTHER ALTERNATIVES CONSIDERED

Not applicable.

COUNCIL GOALS AND TIGARD BEYOND TOMORROW VISION STATEMENT

Council 2006 Goal: Revise City of Tigard Comprehensive Plan

ATTACHMENT LIST

Attachment 1: PowerPoint from 2/6/06 Planning Commission Meeting

FISCAL NOTES

Not applicable.



**It's Time
for the
Comprehensive Plan Update
Program Overview**

Task

Produce a Comprehensive Plan and Action Plan to guide the City's planning, actions and investments for next 20 years.

Comprehensive Plan

A citizen-driven blueprint for the City's next 20 years based on

- Current conditions
- Community values and goals (identified through Tigard Beyond Tomorrow, past and current surveys)
- State and regional requirements

Action Plan

- Based on Comprehensive Plan
- Steps to realize 20-year plan
- Reviewed yearly



Methodology

- Use previous city efforts - inventories, surveys, value identification.
- Identify additional information needed.
- Apply state and regional requirements.
- Analyze current conditions.
- Develop and choose alternatives.
- Draft Plan and actions.
- Planning Commission = Steering Committee

Planning Commission Role:

Steering Committee

1. Monthly update/focus as part of regular meeting.
2. Review each topic and comment.
3. Take comments from the public.
4. Adopt individual sections.
5. Present Council with Draft Plan.

Work Program

Phase 1: Project Launch

Phase 2: State of the City, 2006

Phase 3: What Are The Alternatives?

Phase 4: Put it in Writing

Phase 5: Adoption

Phase 6: Action Plan

Work Program

Phase 1: Project Launch

1. Get the Word Out

-Provide basic foundation for citizens,
changes from 1983-2006

2. Identify Issues and Values

-Tigard Beyond Tomorrow, all City surveys (last
5 years)

-New Survey – March

Products: Preliminary Overview,
Survey Findings

Work Program

Phase 2: State of the City, 2006

Goal: Provide a complete picture of current
conditions

1. Inventory existing conditions

2. Analyze data to verify issues

3. Verify state and local requirements

Products: Findings per Topic, Maps

Work Program

Phase 3: What Are The Alternatives?

Goal: Community defines future direction

1. Develop/evaluate alternatives for each topic

2. Conduct Virtual Tours in Library

-Citizens provide feedback

-Preferred alternatives selected

Product: Preliminary Report

Work Program

Phase 4: Put it in Writing

Goal: Convert values, analysis and alternatives
into the Plan

1. Draft Comprehensive Plan Chapters

-Draft policies, identify implementation
measures

-Perform in phases

Product: Draft Plan chapters

Work Program

Phase 5: Adoption

Goal: Adopt Plan.

1. Public Open Houses

2. Planning Commission Hearings

3. City Council Hearings

Product: Adopted Plan.

Work Program

Phase 6: Action Plan

Goal: Realize Comprehensive Plan

1. Include proposed actions as part of Comp Plan development (Phase 4)
2. Planning Commission Hearings
3. City Council Hearings
4. Reviewed on yearly basis

Product: Adopted Plan.

Public Involvement Program

1. Citizens' Values

Build on Tigard Beyond Tomorrow, all citizen survey results, and new survey

2. Open Houses (Virtual Tours) at Town Hall or Library
3. Publish Tabloid for all households
4. Publicity: Cityscape articles/website, articles
5. Provide Board and Committee, Tigard Beyond Tomorrow updates
6. Planning Commission Work Sessions
Discussing with CCI Thursday, Feb. 16

Timeline/What's Next

Feb. 16: Committee for Citizen Involvement for Public Involvement component (Goal 1 requirement)

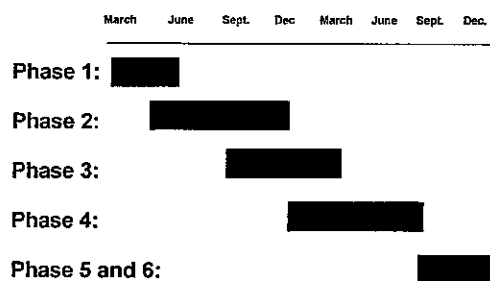
Feb. 21: Planning Commission/City Council Joint Work Session

March: Survey; launch of Phase 1

End of 2006: Findings Report - Issues, Values, and Current Conditions

Estimated completion date of Plan: end of 2007

Timeline



CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Committee for Citizen Involvement Joint Meeting with Council

PREPARED BY: Duane Roberts DEPT HEAD OK TC CITY MGR OK cl

ISSUE BEFORE THE COUNCIL

Annual joint meeting with the Committee for Citizen Involvement.

STAFF RECOMMENDATION

Not applicable.

INFORMATION SUMMARY

Until it was reconstituted by Council in 2004, the Committee for Citizen Involvement (CCI) had been inactive for some years. The newly formed CCI consisted of only four members. As specified in the Comprehensive Plan, these were all (former) Citizen Involvement Team Facilitators. In January 2005, Council adopted a resolution both broadening the role of the CCI to include the evaluation of all City communication and public involvement activities and expanding its membership to include one representative of each of the City's active boards and committees. The current CCI consists of the four original and six new members.

During the past several months, the CCI has considered a number of topics. These topics or focus areas have included, among others, the Neighborhood Program, the Land Use Neighborhood Meeting, the City capital project notification process, outreach to under-represented groups, the City webpage, and the CIP public participation process. Based on these considerations and discussions, the CCI has developed a number of program-specific recommendations for improving the quality and effectiveness of Tigard's two-way communication and citizen involvement efforts. These recommendations are outlined in the CCI's Annual Report to Council (see attached).

OTHER ALTERNATIVES CONSIDERED

N/A

COUNCIL GOALS AND TIGARD BEYOND TOMORROW VISION STATEMENT

2006 Council Goal: Improve Communication and Relationship with Citizens.

Tigard Beyond Tomorrow: Growth and Growth Management Goal # 1: Citizen involvement opportunities will be maximized by providing educational program on process, assuring accessibility to information in a variety of formats, providing opportunities for input on community issues and establishing and maintaining a program of effective two-way communication.

ATTACHMENT LIST

- Attachment # 1: 2. Citizen Involvement, Tigard Comprehensive Plan, Vol. II: Findings, Policies & Implementation Strategies
- Attachment # 2: A Resolution Expanding the Membership of the Committee for Citizen Involvement to include Representatives from the City's Active Boards and Committees and from Future Neighborhood Organizations.
- Attachment # 3: Annual Report to Council

FISCAL NOTES

The hard cost of supporting the work of the CCI is minimal.

I/LRPLN/Council Materials/2006/cci.joint meeting

2. CITIZEN INVOLVEMENT

This chapter addresses Statewide Planning Goal #1:

"To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process."

Tigard is now well known for its active citizen participation program; primarily with the Neighborhood Planning Organizations. Through the drafting and adoption of the Comprehensive Plan, these organizations contributed their time and energy developing Tigard's plan.

Plan policies have been prepared to preserve the continuity of Tigard's active citizen involvement program and to ensure that citizens will continue to have access to information that enables them to identify, understand, and have input into the planning issues related to implementation of the Comprehensive Plan.

Additional information on this topic is available in the "Comprehensive Plan Report: Citizens Involvement."

Findings

- Throughout the development of the Tigard Comprehensive Plan, the City has actively sought the participation of Neighborhood Planning Organizations and other citizens groups.
- The Neighborhood Planning Organizations and the Committee for Citizen Involvement met on a monthly basis throughout the Comprehensive Plan revision process.
- Continued citizen participation in all aspects of land use planning helps to ensure that City government meets the needs of Tigard's citizens.
- In order to participate in land use planning decisions, citizens need to have access to information which enables them to become aware of and informed about planning issues and City policies. It is essential that this information be made available to all citizens in an understandable form.
- Land use planning education is important to promote and stimulate interest in the citizen participation process during all phases of planning.

POLICY

- 2.1.1 THE CITY SHALL MAINTAIN AN ONGOING CITIZEN INVOLVEMENT PROGRAM AND SHALL ASSURE THAT CITIZENS WILL BE PROVIDED AN OPPORTUNITY TO BE INVOLVED IN ALL PHASES OF THE PLANNING PROCESS.

IMPLEMENTATION STRATEGIES

1. The City shall periodically review notification requirements and methods to determine if they adequately provide notice to affected citizens and revise these requirements and methods as necessary.
2. The City shall continue to assist and support any City Council recognized citizen group in providing adequate meeting places, distribution of materials, policy direction and staff involvement.
3. Additional citizen task forces shall be appointed by the City Council, as the need arises, to advise the City with regard to Comprehensive Plan issues.

POLICY

- 2.1.2 THE OPPORTUNITIES FOR CITIZEN INVOLVEMENT PROVIDED BY THE CITY SHALL BE APPROPRIATE TO THE SCALE OF THE PLANNING EFFORT AND SHALL INVOLVE A BROAD CROSS-SECTION OF THE COMMUNITY:
- a. THE CITIZEN INVOLVEMENT TEAMS SHALL BE THE PRIMARY MEANS FOR CARRYING OUT THE PROGRAM;

- b. WHERE APPROPRIATE, OTHER INVOLVEMENT TECHNIQUES WILL BE USED; AND
- c. THE CITIZEN INVOLVEMENT TEAM FACILITATORS SHALL SERVE AS THE COMMITTEE FOR CITIZEN INVOLVEMENT AND SHALL BE RESPONSIBLE FOR EVALUATING THE CITIZEN INVOLVEMENT PROGRAM AND FOR WORKING WITH THE NEIGHBORHOOD PLANNING ORGANIZATIONS IN RECOMMENDING CHANGES IN THE PROGRAM.

IMPLEMENTATION STRATEGIES

- 1. The Committee for Citizen Involvement shall conduct their citizen involvement programs in accordance with the needs of the Tigard community and LCDC Goal #1 requirements. A review and evaluation of each group's programs and processes shall be reported to the Planning Commission and City Council on a yearly basis.
- 2. The City Council, the Planning Commission, and the Committee for Citizen Involvement shall recommend, as needed, additional methods for involving citizens in the planning process.

POLICY

- 2.1.3 THE CITY SHALL ENSURE THAT INFORMATION ON LAND USE PLANNING ISSUES IS AVAILABLE IN AN UNDERSTANDABLE FORM FOR ALL INTERESTED CITIZENS.

IMPLEMENTATION STRATEGIES

- 1. The City shall continue to publish information on land use planning issues in a form accessible to all citizens. (Ord. 93-19)

CITY OF TIGARD, OREGON

RESOLUTION NO. 05- 04

A RESOLUTION EXPANDING THE MEMBERSHIP OF THE COMMITTEE FOR CITIZEN INVOLVEMENT TO INCLUDE REPRESENTATIVES FROM THE CITY'S ACTIVE BOARDS AND COMMITTEES AND FROM FUTURE NEIGHBORHOOD ORGANIZATIONS

WHEREAS, citizen involvement and two-way communication with its citizens is highly important to the City of Tigard; and

WHEREAS, State law requires the City to maintain a citizen involvement program that insures the opportunity for citizens to be actively involved in the land use process; and

WHEREAS, the Committee for Citizen Involvement (CCI) is the City's primary public involvement body for land use issues; and

WHEREAS, the Committee's purview has been broadened to include both land use and the broad array of non-land use public involvement and communication issues; and

WHEREAS, the Council in 1993 created the Citizen Involvement Teams; and

WHEREAS, the Tigard Comprehensive Plan Policy 2.1.2.c designates the Citizen Involvement Team Facilitators as the City's Committee for Citizen Involvement; and

WHEREAS, the Citizen Involvement Teams are no long active; and

WHEREAS, the Citizen Involvement Team facilitators are designated as the City's CCI; and

WHEREAS, of the original eleven members, the Committee currently includes only active four members; and

WHEREAS, the City desires to broaden the Committee's membership to include individuals broadly representative of the City's geographic areas and diverse interests and perspectives,

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The City of Tigard Committee for Citizen Involvement shall be expanded to include one representative of each active board and committee.

SECTION 2: The City of Tigard Committee for Citizen Involvement can be expanded to include representatives of future Neighborhood Organizations officially recognized as such by the City of Tigard.

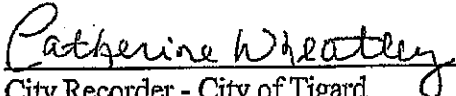
SECTION 3: This resolution is effective immediately upon passage.

PASSED: This 11th day of January 2005.



Mayor - City of Tigard

ATTEST:



City Recorder - City of Tigard

Madra\packnet\05\ec\resolution.doc

Committee for Citizen Involvement

Annual Report to Council

According to the Comprehensive Plan, the Committee for Citizen Involvement (CCI) is the City's official citizen involvement body. It is advisory to Council and has broad, on-going responsibility for evaluating the City's communication and citizen involvement programs. A committee-developed mission statement based on Comprehensive Plan public involvement policies and on the 2005 Council resolution expanding the CCI's membership is as follows:

Mission Statement: The Tigard CCI reviews the form and process of the City's communications with City residents to improve those communications and to encourage City residents to be more involved with City affairs.

The CCI is made up of former Citizen Involvement Team facilitators and representatives of active boards and committees. Current CCI members include:

Sue Carver, CIT
Basil Christopher, CIT, CCI Chair
 Teddi Duling, Planning Commission
 Bev Froude, CIT
 Brian Kelly, Library Board
 Rick Parker, Budget Committee
 Bill Scheiderich, Water Board
 Trisha Swanson, Parks and Recreation Board
 Stacie Yost, CIT

During the past several months, assisted by various City staff and community resource persons, the CCI has considered a number of topics related to two-way communications and public involvement. These topics or focus areas have included, among others, the Neighborhood Program, the Land Use Neighborhood Meeting, the City capital project notification process, outreach to under-represented groups, the City webpage, and the CIP public participation process. Based on these considerations and discussions, the CCI has developed a number of program-specific recommendations for improving the quality and effectiveness of Tigard's two-way communication and citizen involvement efforts. These recommendations are outlined below.

Neighborhood Program

A separate work group has been established to develop the details of the new Neighborhood Program. The CCI's assigned role is monitoring the process for developing the Neighborhood Program. However, in looking at overlapping topics, the CCI has developed at least two recommendations that relate to the content of the new program.

1. Post on the City webpage information on the Neighborhood Program. So far, no program information is available on the webpage.
2. Consider adding to the City web site a webpage for each official neighborhood organization.

City Capital Project Notification Policies and Practices

1. Add the Bull Mountain and Metzger CPO newsletters to the list of publications presently used to notify citizens of upcoming City-initiated capital projects.
2. Encourage the maximum use of informational signage, including dates of work, especially for street closures.
3. If streets are to be closed for paving, put up information signs at least one week prior to the start of work.
4. Consider using comment cards that affected citizens could complete and return to the Engineering or other department in charge of a project. This would provide a "report card" or feedback from citizens on the effectiveness of capital project notifications.

Land Use Neighborhood Meeting

1. Consider adding to the required Neighborhood Meeting packet mailed to all affected parties a sheet outlining the next steps in the application process. These should be staff-prepared and include sheets for each specific application type, such as Subdivision, Conditional Use, Site Development Review, and so on.
2. Consider sizing the required notice area to reflect the scale and type of project. Under this recommendation, a variable radius would replace the City's current standard, or one-size-fits-all, 500-foot radius. Without recommending particular distances, the idea put forward is that the bigger the project, the bigger should be the notice area.
3. Consider the use of a "neutral" mediator to facilitate neighborhood meetings. In the case of controversial projects, the use of a mediator could be helpful in defusing anger. The City should be responsible for providing the mediator. The developer could be the party to decide if a mediator is needed. This program could be initiated on a trial basis.
4. Consider increasing the size of posted notices. Site signs should be larger and color coded by the type of development. Ideally, the sign heading should be readable from a moving car.

5. We wish to acknowledge staff's helpfulness in agreeing with the CCI that Friday is not a suitable meeting night and for acting to change the meeting guidelines to eliminate Friday as an available meeting night.

Outreach to Underrepresented Groups

1. Consider adding Spanish content to the City webpage and newsletter.
2. As another way of facilitating better communications with the Latino community, consider publishing in *Cityscape* an outreach letter in Spanish from the mayor. September is a particularly appropriate time to reach out to the Latino community. This is because all the major Latin American independence days occur in that month. Recognizing national heritage by including a letter or story in the City newsletter would show respect for the community. In addition to recognizing the contributions of Latinos to the Tigard community, the letter should state that the mayor and Council are willing to listen to ideas on how to make the community better and on how to establish an 'open door'.
3. Another outreach idea is a press release to *El Hispanic News* or a live interview on a local Spanish-language radio station.
4. As part of an outreach program, look for opportunities to appoint Latinos and other minorities to City boards and committees.
5. Consider the addition of a minority representative to the CCI.
6. Consider adding a City minority outreach position. If this position were to be created, the person selected to fill the position should have an intimate knowledge of the minority culture and be someone the community can identify with, or, in other words, someone who looks like them.
7. Consider initiating a City-sponsored Hispanic Week celebration. Last year's Hispanic Heritage Month, sponsored by the Tigard Library and primarily aimed at children, was a positive step in this direction.
8. Consider conducting a survey of minority service needs. This falls within Council's 2006 goal of "conducting a "City-wide scientific survey/report card on City services."
9. These efforts should be part of an overall outreach plan formulated by Council to increase the participation of under-represented groups (now some 20% of the City's population) in all aspects of policy and decision making with City government.

City Webpage

1. Consider supporting a separate webpage for each neighborhood organization. Among other information, the website could include area-specific CIP project proposals. It also could include a neighborhood discussion board or forum. **Significant to note is that an estimated 70% of Tigard households have internet service.**
2. Consider adding Spanish-language content to the City webpage. Latinos constituted 10% of the City's population in 2000 and were Tigard's largest minority group. **Note: According to some estimates, the actual percentage is in the 15% range. Overall, 35% of Latino households are classified as "linguistically isolated."**
3. In general, attempt to provide two ways to access information. This should include access through both department and service routes.
4. Conduct a survey on the performance of the City website and use the information gathered to improve the utility of this increasingly important communication device.

Cityscape

1. The newsletter is the best way to reach out to the minority community and to highlight the services and help available from the City.

CIP Public Involvement Process

1. The CCI has concerns about public participation in the City CIP process and will be working on suggestions for improving public involvement. One of these may include tying the CIP process to the Neighborhood Program.

**TIGARD CITY CENTER
DEVELOPMENT AGENCY
MEETING**

FEBRUARY 21, 2006

8:30 PM*

**TIGARD CITY HALL
13125 SW HALL BLVD
TIGARD, OR 97223**



**A G E N D A
CITY CENTER DEVELOPMENT AGENCY
- AN URBAN RENEWAL AGENCY-
MEETING
FEBRUARY 21, 2006**

**Note: The Tigard City Council will recess its workshop meeting to convene as the City Center Development Agency (CCDA) at approximately 8:30 p.m. After the City Center Development Agency adjourns, the City Council will reconvene to continue discussion of the remaining items on the City Council workshop agenda.*

8:30 PM

1. CITY CENTER DEVELOPMENT AGENCY (CCDA) MEETING
 - 1.1 Call to Order - City Center Development Agency
 - 1.2 Roll Call

2. UPDATE ON DOWNTOWN STREETSCAPE DESIGN PLAN PROCESS AND REVIEW DESIGN THEME COMPONENTS AND PRELIMINARY DESIGN ALTERNATIVES
 - a. Staff Report: Community Development Staff
 - b. CCDA Discussion

9:00 PM

3. ADJOURNMENT

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AGENDA ITEM # _____
FOR AGENDA OF February 21, 2005

CITY OF TIGARD, OREGON
CITY CENTER DEVELOPMENT AGENCY
AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Update on the Downtown Streetscape Design Plan process and review design theme components, and preliminary design alternatives

PREPARED BY: Denver Igarta DEPT HEAD OK TC AGENCY MGR OK cl

ISSUE BEFORE THE CCDA

Review the status of the Tigard Downtown Streetscape Design Plan and give input on the overall design theme components and preliminary design alternatives for specific downtown streets.

STAFF RECOMMENDATION

Review and provide direction on the streetscape design themes and initial design alternatives for the Downtown Streetscape Design Plan.

INFORMATION SUMMARY

In September 2005, the City Council accepted by Resolution (#05-62) the Tigard Downtown Improvement Plan (TDIP), a long-term strategy for a community-supported, financially sound downtown improvement effort to create a vibrant and active urban village at the heart of the City. The implementation program of the TDIP is focused on a strategic action plan for realizing eight "catalyst projects" identified for their potential to substantively alter the development environment of Downtown Tigard. The first of the eight catalyst projects identified in the TDIP is to develop a Streetscape Enhancement Program for the downtown area.

On November 8, the Local Contract Review Board approved awarding a contract to Otak, Inc. for design services for the Tigard Downtown Streetscape Project (Phase 1) aimed at developing a Downtown Streetscape Design Plan. An overall design theme, street functional improvements and green street design strategies will be preliminarily developed as part of the Plan for designing downtown streets in the future. The Plan will also establish design concepts for Main Street, Burnham Street and Commercial Street (west of Main Street) and their associated gateways, rail crossings and public spaces.

As part of the public involvement process, a citizen Streetscape Working Group (SWG), comprised primarily of former members of the Downtown Task Force, was formed to provide guidance and design input throughout the formation of the Streetscape Design Plan. Meetings were held with the SWG on December 15 (2005), January 19 and February 9 (2006). In addition to the SWG, public outreach activities for this project will include stakeholder interviews, technical advisory input and open house events.

On February 21, the consultant team and staff will present to Council a brief overview of the project, a status report, and the findings and recommendations for the overall design theme, a typology for downtown streets, preliminary design alternatives and recommendations of the Streetscape Working Group.

OTHER ALTERNATIVES CONSIDERED

None

COUNCIL GOALS AND TIGARD BEYOND TOMORROW VISION STATEMENT

Community Character and Quality of Life – Central Business District, Goal No. 1: Provide opportunities to work proactively with the Tigard Central Business District Association, business and property owners, and citizens of Tigard to set the course for the future of the Central Business District.

2006 Tigard City Council Goals: Implement Downtown Plan

- Implement catalyst projects including improvements to Burnham Street and identify and purchase land for a Downtown public gathering place
- Work to assure passage of the Urban Renewal Plan Ballot measure
- Identify and make changes to the Tigard Development Code needed to implement the Downtown Plan (e.g., zoning overlays, design standards)

ATTACHMENT LIST

Attachment 1: February 7, 2006 memorandum from OTAK

Attachment 2: Tigard Downtown Streetscape Plan, From Vision to Construction

Attachment 3: Downtown Street Types

Attachment 4: Matrix of Street Typologies

FISCAL NOTES

The contract for Phase 1 - Tigard Downtown Comprehensive Streetscape was awarded to OTAK, Inc in the amount of \$175,000 (with a contingency amount of \$17,500) from the FY 2005-06 Gas Tax Fund.

Memorandum



17355 SW Boones Ferry Rd.

Lake Oswego, OR 97035

Phone (503) 635-3618

Fax (503) 635-5395

To: Barbara Shields, Long-Range Planning Manager

From: Tom Litster

Copies: Denver Igarta, City of Tigard

Date: February 7, 2006

Subject: Tigard Downtown Streetscape Design Plan

Project 13381

No.:

Tigard Downtown Streetscape Design Plan Project Update

Introduction

This memorandum summarizes the progress of the Tigard Downtown Streetscape Plan as of February 21, 2006. The anticipated completion of the project is June of 2006. Completion of the project will provide a conceptual design plan for streetscape improvements, gateways and new public spaces within the downtown area. The plan will guide final design and construction over the coming years. The vision began with the Tigard Downtown Improvements Plan (TDIP). The Downtown Streetscape Plan is an important step between vision and implementation through construction.

Plan Components

- Design Themes and Principles Substantially Complete
- Transportation Functional Analysis..... Substantially Complete
- Concept Designs
 - Main, Burnham and Commercial Streets Draft Concepts Complete
 - Intersection Gateways for Downtown Design Programming Complete
(Draft Concepts in March)
 - Small Public Spaces Design Programming Complete
(Draft Concepts in April)
 - Railroad Crossings Complete in April
- Green Street Design Guidelines..... Complete in March
- Phasing Alternatives and Costs Complete in March - April
- Main, Burnham and Commercial Streets
- Evaluation of the Commuter Rail Station..... Complete in May
- Consistency with Downtown Themes
- Final Report..... Complete in June

Work Progress

Design Themes and Principles

Working with the Streetscape Working Group (SWG), a street typology matrix has been developed. The matrix is essentially a set of design principles to guide development of street design concepts, particularly for Main and Burnham Streets.

Icon Street — Main Street with retail uses and pedestrian activity increasing over time.

Great Street — Burnham Street with changing land uses creating a more pedestrian-oriented focus north of Ash Street.

Home Street — Future streets characterized by medium to high density residential and limited mixed use development.

Thematic comments from the SWG on specific elements of the streetscape have been summarized. Further refinement of design themes with the SWG is on-going. Anticipated focus of continuing theme discussions include:

- Historic and Urban Village Elements
- Green Heart and Green Connections

Public Art

The role of public art in downtown was given special attention by the SWG. The consensus was that art has an important place in downtown. Art should be consistent with overall downtown themes and have many layers, including interpretation of the natural resources that distinguish downtown Tigard.

Key locations for art were identified as:

- Gateways
- Fanno Creek
- Streetscape

Conceptual Design Programming and Design Alternatives

Concept designs are on-the-ground expressions of design themes for downtown. Developing those designs will be an iterative process involving:

- Design Themes and Principles
- Transportation Functional Analysis
- Design Programming (e.g. how the space will be used and the key characteristics)
- Design Development

- Green Street Design Guidelines

Transportation Functional Analysis

Functional analysis for the downtown street system is substantially complete. With the TDIP as a starting point, the focus of further analysis has been:

- Estimation of future traffic volumes to the year 2025 based on the TDIP. Overall traffic volumes in downtown will increase by an average of 80% by 2025 based on land use changes anticipated in the TDIP.
- Street connectivity within the downtown area.
- Probability of obtaining future railroad crossings.
- Functional and safety requirements of a good pedestrian environment.

Functional analysis informed the development of designs for Main and Burnham Streets in the following ways:

- Identifying the number and width of vehicle lanes required to maintain function in the future.
- Determining minimum sidewalks widths for moderate to high levels of pedestrian activity, street furnishings and outdoor seating opportunities.
- Evaluating options and routes for bike travel to and within downtown.
- Evaluating strategies and locations to increase on-street parking.

Concept Design

Streetscape, gateway and public spaces are thematically and spatially linked. Design concepts for one may influence the design of the other.

Design programming (e.g. fundamental uses and characteristics) and draft design concepts for Main and Burnham Streets have been developed and reviewed with the SWG. Preliminary design program options for gateways and public spaces have also been developed and are being reviewed with the SWG. More specific concepts will be developed for gateways and public spaces. Additional design concepts to be developed include:

- Commercial Street
- Railroad Crossings

Green Street Design Guidelines

Green Street guidelines are in early stages of development. Green Streets are an opportunity to reinforce the vision of a “green heart” for downtown Tigard. What can distinguish Green Streets from other streets is the opportunity to consider the entire right-of-way for operational and design treatments emphasizing the pedestrian environment and sustainability.

The draft statement of the purpose for downtown Green Streets includes:

- Enhance the pedestrian environment.
- Improve opportunities for bicycle travel to downtown and Fanno Creek.
- Emphasize the relationship between natural systems and the urban environment.
- Emphasize sustainability through innovative stormwater management strategies.
- Maximize opportunities for trees and other landscaping within the street right-of-way.
- Slow vehicle speeds (traffic calming) with active and well-furnished sidewalks, landscaped medians where possible and on-street parking where appropriate.
- Support the growth of future land uses by creating an attractive “front door”.
- Identify opportunities through redevelopment for an integrated demonstration project for green design — street, site and building.

Phasing and Construction Costs for Street Improvements

Phasing alternatives will be developed for Main, Burnham and Commercial Streets. Planning level construction costs will be provided for each phase. The intent is to provide the City with flexibility in matching available funding to implementation through the Capital Improvements Program or future urban renewal financing. Implementation will also need to address any right-of-way acquisition opportunities and costs.

Special emphasis is being given to design concepts for Burnham and Commercial Streets in order to support City staff in moving forward with potential final design and construction for street improvements. Development of phasing plans and construction costs will influence those decisions.

Commuter Rail Station Evaluation

This evaluation has not begun. Anticipated emphasis of the evaluation includes:

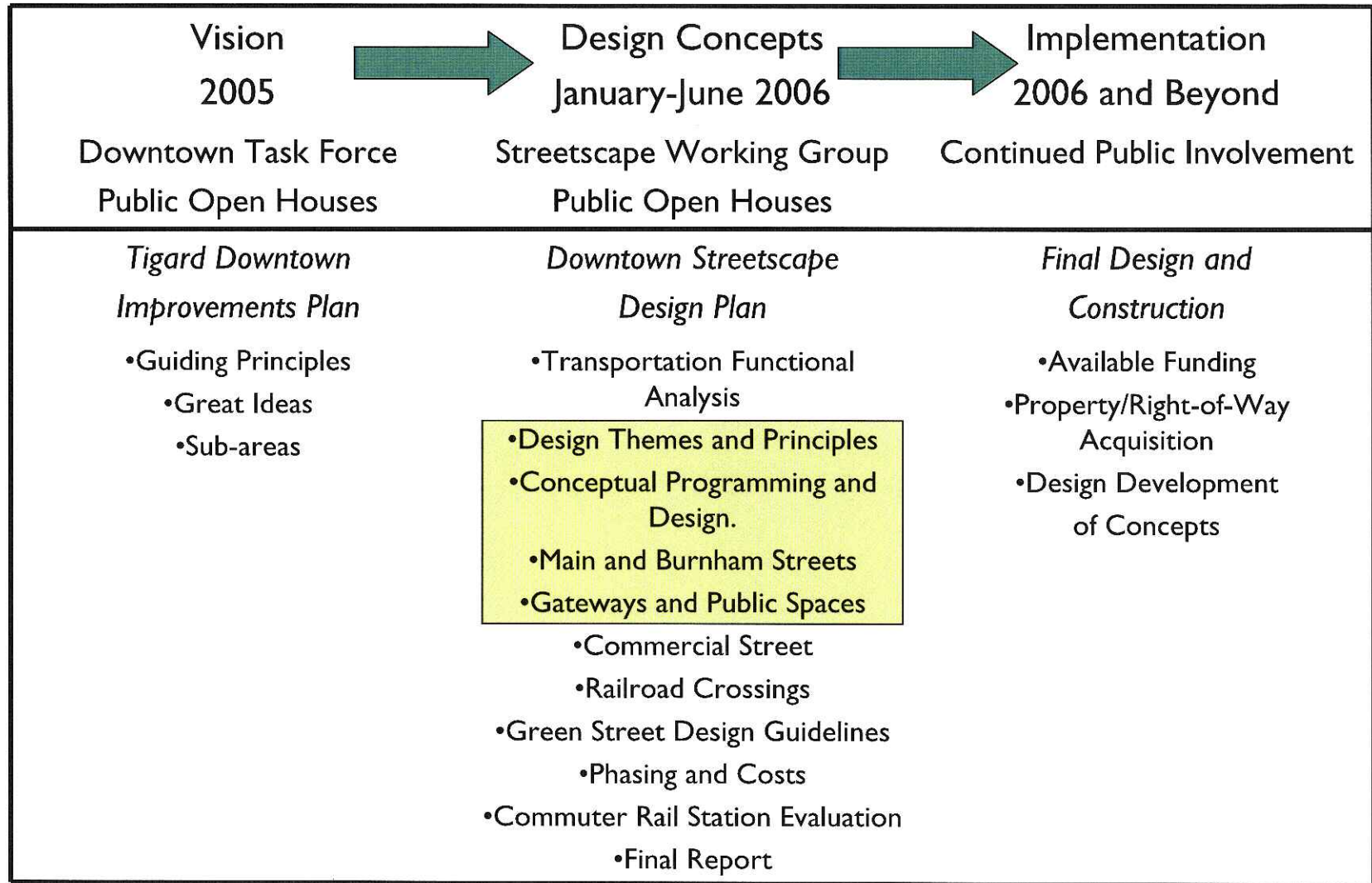
- Physical and visual access to the commuter rail station.
- Consistency of the shelter and platform design with downtown themes and the commuter rail station design objectives developed by the Downtown Task Force as part of the TDIP.
- Complementary designs for the Main Street railroad crossing and Commercial Street gateway.

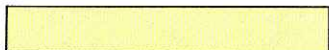
Final Report

The anticipated date for completion of the final design report is June of 2006.

Tigard Downtown Streetscape Plan

From Vision to Construction



 = Current Project Focus

DOWNTOWN STREET TYPES

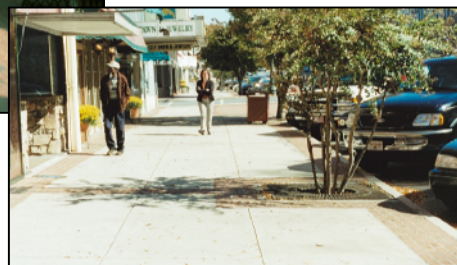
Icon Street (Main Street)



Make the Street an Event Space



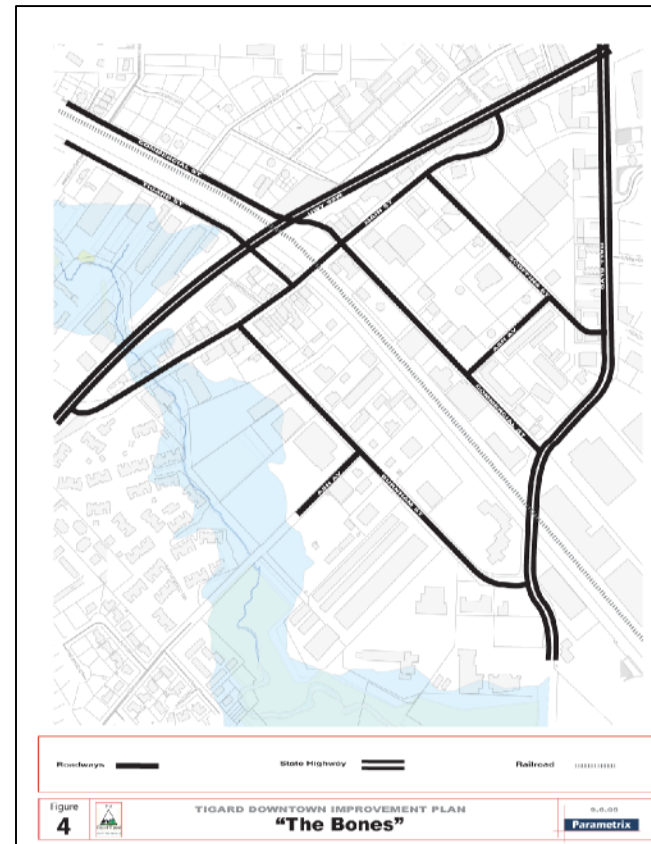
*Maximize Pedestrian Space
Make it a Promenade*



Highlight Transit



Innovative Street Design



Make the Street to Public Space Connection

Great Street (Burnham Street)



Make it a Boulevard, Make it a Green Street



The Bike Street



Attractive Pedestrian Street



*Park on the Street
Look Good Doing It*

Tigard Downtown Streetscape Design Plan
Streetscape Working Group

*In association with
DKS Associates
Valerie Otani*

January 19, 2006



MATRIX OF STREET TYPOLOGIES

ICON Street

GREAT Street

HOME Street

ON-STREET PARKING

Parallel or Angled Parking



SIDEWALKS

Sidewalk width as an objective



Outdoor seating/conversation



Retail focus/window shopping



Potential promenade



Distinctive paving



Curbless design options



SIDEWALK FURNISHINGS

High level of furnishings



Complementary to rail station



Historical character



Bike racks



Benches



Drinking fountains



Trash receptacles



Other: bollards, trees grates, decorative drain covers



LIGHTING

Pedestrian scale



Style consistency



Power outlets in poles



Option for hanging baskets



Extra needs for performing arts center



Accent lighting for art/public spaces



LANDSCAPING

Large deciduous trees



Small or columnar deciduous trees



Median tree planting



Planters and window boxes



Green street strategies



PUBLIC ART/COMMUNICATION

Wayfinding system



Information/Exhibits/Advertising



Art elemental and integral



Reflect broad downtown themes



Recommended



Optional



Not Required



Downtown Streetscape Plan

City of

TIGARD

Otak, 2-3-06



AGENDA ITEM # _____
FOR AGENDA OF February 21, 2006

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Burnham Street Project Update
PREPARED BY: A.P. Duenas DEPT HEAD OK A.P. Duenas CITY MGR OK cl

ISSUE BEFORE THE COUNCIL

Update to Council on the plans for the reconstruction and widening of Burnham Street. The presentation will include the draft design concepts and the proposed street cross-sections from the Streetscape Design Project, and options for constructing the project during the next two years.

STAFF RECOMMENDATION

Staff recommends that Council provide input on the draft design concepts, on the proposed street cross-sections, and give direction on which option to pursue for construction of the project.

INFORMATION SUMMARY

Following completion of the Downtown Improvement Plan, the City contracted with OTAK, Inc. to perform a complete streetscape design of the Tigard downtown area. The Request for Proposal included the engineering design of Burnham Street as an option for potential award. The design option will be considered after the streetscape project establishes the design concepts, the street cross-sections, and the streetscape elements that should be incorporated into the design of the street.

The consultant has proposed three cross-sections for the street. The section from Ash Avenue to Hall Boulevard would have two travel lanes, a median/center turn lane, and bike lanes on both sides. The section from Ash Avenue towards Main Street would allow for parking on both sides, two travel lanes, and a median/center turn lane. At the intersection with Main Street, the street would be narrowed to allow for easier pedestrian crossing at the intersection. The attached drawings show the overall Burnham Street draft concept design and the street cross-sections for the three segments of street.

The proposed conceptual layout for Burnham Street will produce an attractive street that can serve to draw in new development on both sides of the street. The challenge will be to decide how much of the street should be constructed now and what can be reserved for construction by future development. The ideal scenario would be to acquire the necessary right-of-way and construct the street to the ultimate section as proposed in the concept design. That may not be possible, given that one-third of Burnham Street currently has a 40-foot right-of-way and the remainder is only up to 60 feet in width, which is still short of the 68 feet to 74 feet shown in the cross-sections. One option to consider is to fully construct the paved area from curb to curb, provide adequate sidewalks on both sides, and leave the right-of-way dedication and additional sidewalk/landscaping improvements for development to provide. This option may result in an inconsistent look over the short term, but could be managed to ensure that the overall concept for the ultimate street improvements is maintained as development occurs along the street.

There are many issues that need to be resolved before the project design for Burnham Street can begin in earnest. Consensus must be reached on the design concepts and the street cross-sections. In addition, the green street elements must be carefully considered to determine how they can be integrated into the project design, and how they would be affected by phasing of the project to an interim section in the short term.

The timeline for the Burnham Street is currently for design of the project to begin in April (or May) this year. The design period is expected to be 6 to 8 months in length. Right-of-way acquisition can begin once the land to be acquired has been clearly identified (possibly 5 or 6 months into the project design). The design and right-of-way acquisition process is expected to be completed in the spring of 2007. Construction can begin (optimistically) in late spring of 2007, if a phased approach to ultimate width is selected and all the needed right-of-way can be acquired in a timely manner. The right-of-way acquisition may be the controlling factor on how quickly the project construction begins.

Council input will be requested on the draft concept design, the proposed street cross-sections, and the options for construction of the street. The timeline for implementation of the project through the design phase to construction will be discussed and Council direction will be requested on the preferred option for construction of the project.

OTHER ALTERNATIVES CONSIDERED

N/A

COUNCIL GOALS AND TIGARD BEYOND TOMORROW VISION STATEMENT

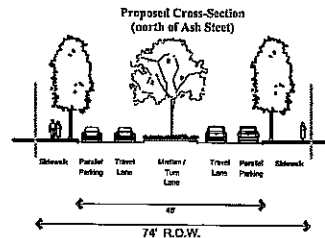
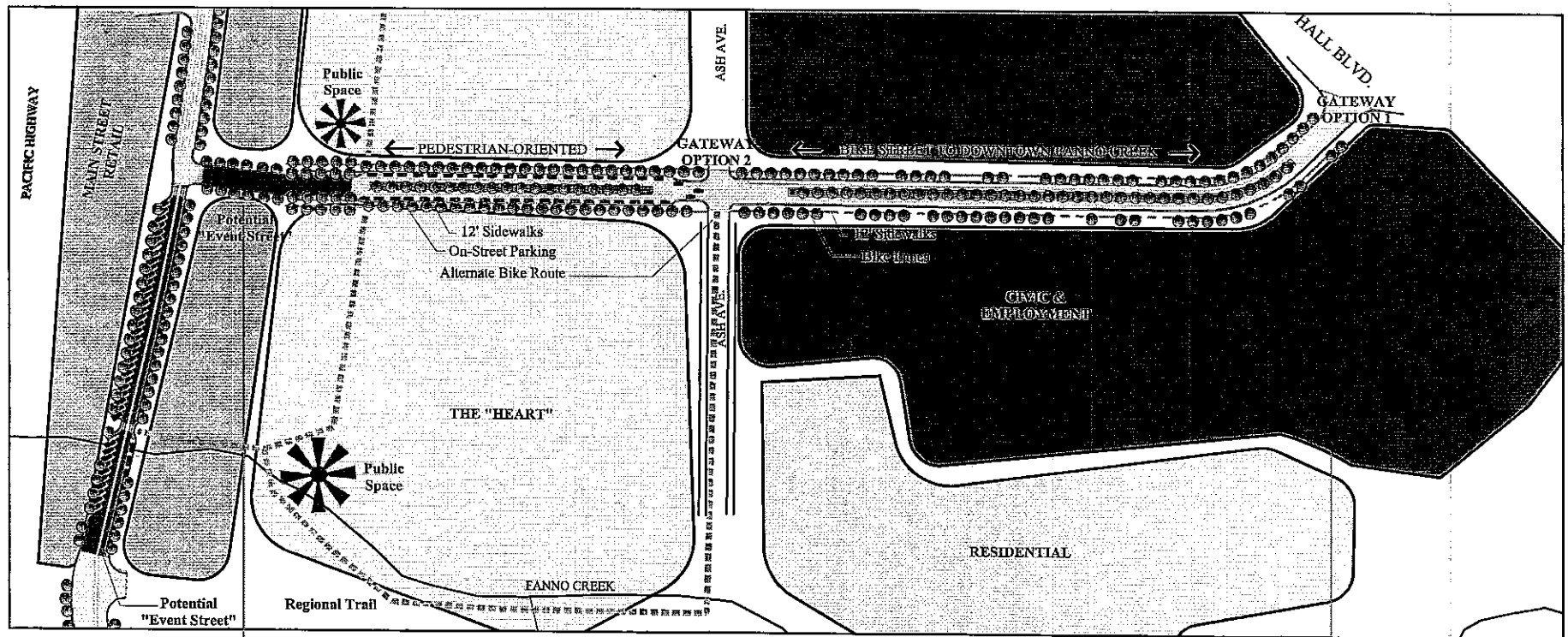
The Burnham Street Improvement Project is a major catalyst project identified in the Tigard Downtown Improvement Plan and is a key element in the effort to meet the Council Goal to "Improve the Downtown." The improvements to Burnham Street meet the Tigard Beyond Tomorrow goals of "Improve Traffic Safety" and "Improve Traffic Flow."

ATTACHMENT LIST

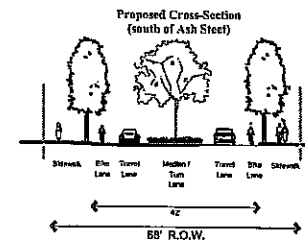
1. Burnham Street Draft Concept Design (drawing by OTAK)
2. Burnham Street Cross-sections.

FISCAL NOTES

The amount of \$300,000 is provided in the FY 2005-06 Capital Improvement Program budget for design and right-of-way acquisition on Burnham Street. Funding will be included in the FY 2006-07 CIP budget to complete the design, acquire right-of-way, and possibly begin construction prior to the end of the fiscal year.



Example of 3-Lane Street with Median and Parking



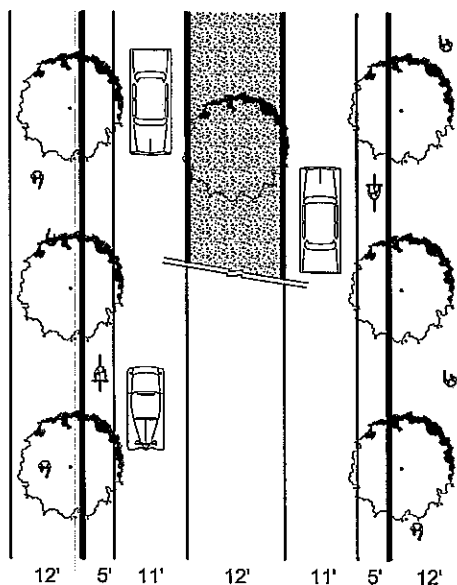
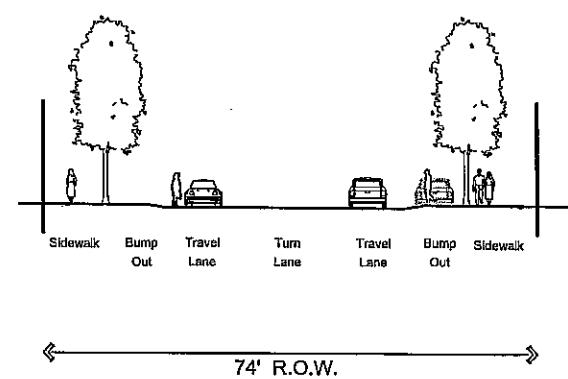
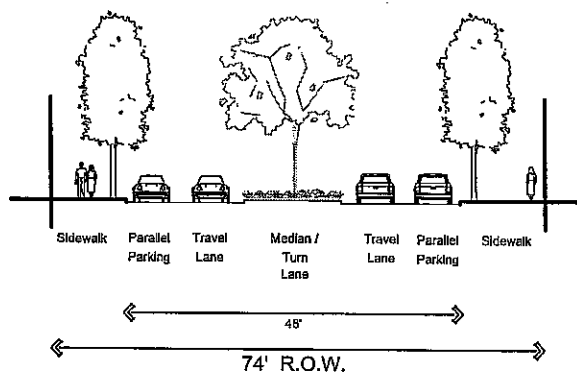
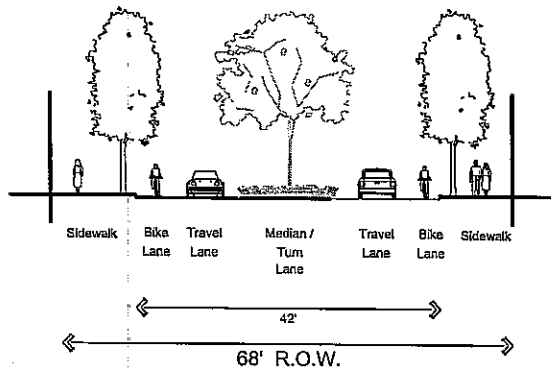
Tigard Downtown Streetscape Design Plan Burnham Street Draft Concept Design



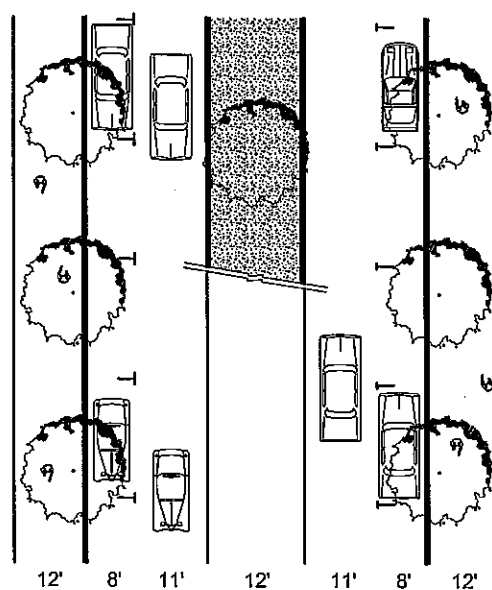
In association with
D&S Associates
Valerie Ouel
February 7, 2006



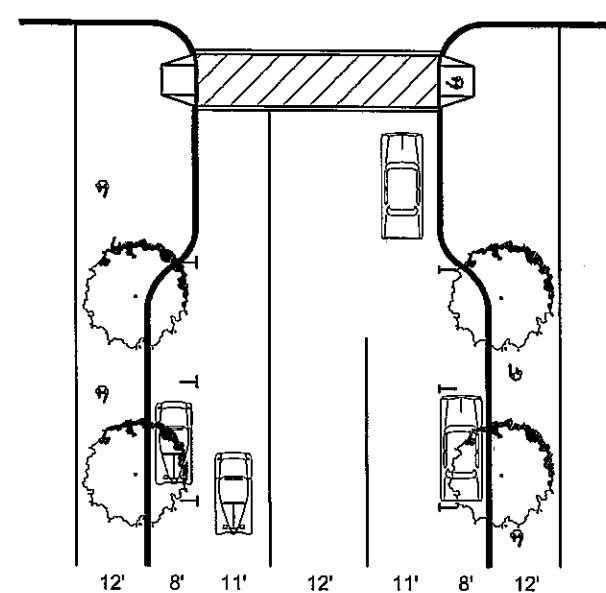
BURHNAM STREET (Draft Feb. 7, 2006)



BURNHAM STREET
Southern Section



BURNHAM STREET
Northern Section



BURNHAM STREET
Northern Section with
Bump Outs at Intersection

AGENDA ITEM # _____
FOR AGENDA OF February 21, 2006

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Proposed Formation of an LID (Local Improvement District) in the Tigard Triangle

PREPARED BY: A.P. Duenas DEPT HEAD OK ap Duenas CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Should the City consider formation of an LID (Local Improvement District) for infrastructure improvements in the Tigard Triangle?

STAFF RECOMMENDATION

That Council provide direction to the City Engineer on whether or not to proceed through the LID formation process for the proposed LID.

INFORMATION SUMMARY

On behalf of a property investment company, a private development planning & design group, has submitted a petition to the City supporting their desire to form a proposed Local Improvement District (LID) in the Tigard Triangle. Specht Development, Inc. is the owner or contract purchaser of fifteen (15) of the twenty five (25) parcels within the proposed LID boundary. These parcels comprise 59% of the land area and 64% of the street frontage within the assessment district. The Tigard Municipal Code (TMC) 13.04.020 specifies that an LID may be initiated by written petition of "property owners owning at least fifty percent of the property benefited by the local improvement."

The proposed improvements associated with the LID would include street and utility improvements to SW 68th Avenue, SW 69th Avenue, SW 70th Avenue, SW Dartmouth Street and SW Clinton Street, all within the Tigard Triangle, between SW Dartmouth Street and SW Baylor Street, and between SW 68th Avenue and SW 70th Avenue. The area is zoned Mixed Use Employment. Many residential lots in that area are now being converted to commercial enterprises through consolidation of existing lots and redevelopment. Efforts to enhance this sparsely developed area include the following LID's: (Note: In 1998, Specht Development, Inc. initiated a successful LID responsible for improvements to SW 69th Avenue south of Dartmouth Street.)

<u>Year</u>	<u>Local Improvement District</u>
1984	68th Ave Sanitary Sewer Local Improvement District (LID 42)
1993	Combined Dartmouth St LID and C.I.P. Phase 2 Project
1998	69th Ave Local Improvement District (Specht Development, Inc)

In addition to the past LID's, a number of current private development projects will be constructed this year directly adjacent to the boundary on the proposed LID.

The basic concept of any LID is that the benefited properties pay for the improvements. The following is the LID formation process:

- Preliminary Evaluation Report
- Preliminary Engineer's Report
- Declaration of intention to form the district
- District formation
- Construction of Improvements
- Spreading of assessments by ordinance

City staff has prepared a draft Preliminary Evaluation Report, which is necessary to determine feasibility of the LID. The proposed LID appears feasible. The attached draft Preliminary Evaluation Report examines the proposed LID in greater detail, determines that the formation of an LID for the proposed improvements is feasible, provides a tentative timeline for LID formation and construction of the improvements, and recommends that Council direct staff to proceed with preparation of a Preliminary Engineer's Report. If Council authorizes staff to proceed, the report will be finalized and submitted for Council consideration, together with a resolution to authorize preparation of the Preliminary Engineer's Report.

OTHER ALTERNATIVES CONSIDERED

None. If Council does not wish to proceed, all activities regarding the proposed LID will be terminated.

COUNCIL GOALS AND TIGARD BEYOND TOMORROW VISION STATEMENT

By constructing improvements to upgrade the street infrastructure in the Tigard Triangle, the LID would address the findings of the 2002 Tigard Transportation System Plan that identified the Tigard Triangle as an area where future transportation problems appear significant.

ATTACHMENT LIST

- Attachment 1: Preliminary Evaluation Report (Rough Draft)
Attachment 2: Petition for Proposed Local Improvement District in the Tigard Triangle area.
Tentative Schedule for Specht Triangle LID
Tigard Triangle Portal on SW 72nd Avenue
Tax Map 1S 1 36DD

FISCAL NOTES

There are no funds currently allocated for the preparation of the Preliminary Engineer's Report. Funding will have to be provided for the LID formation process to begin. If Council directs staff to begin the LID process, Specht Development, Inc. has agreed to pay, in advance, the cost of preparing the Preliminary Engineer's Report with the understanding that the City include the cost of preparing the report in the LID, if and when the City establishes the District. The total estimated cost of the LID is approximately \$1,515,000. The estimated cost for the preparation of the Preliminary Engineer's Report is \$200,000. Preparation of the Preliminary Engineer's Report would be included in the total LID cost.

Preliminary Evaluation Report (Rough Draft)

Formation of a Local Improvement District in the Tigard Triangle

Background

It is proposed to develop a Local Improvement District (LID) including street and utility improvements to SW 68th Avenue, SW 69th Avenue, SW 70th Avenue, SW Dartmouth Street and SW Clinton Street, all within the Tigard Triangle, between SW Dartmouth Street and SW Baylor Street, and between SW 68th Avenue and SW 70th Avenue (Attachment 2; p. 8). The area consists of a transforming balance of residential to commercial zoning (Attachment 2; p. 9). Recent efforts to enhance this sparsely developed area have included the following LID's: (Note: In 1998, Specht Development, Inc. initiated a successful LID responsible for improvements to SW 69th Avenue south of Dartmouth Street)

<u>Year</u>	<u>Local Improvement District</u>
1984	68 th Avenue Sanitary Sewer Local Improvement District (LID 42)
1993	Combined Dartmouth Street LID and C.I.P. Phase 2 Project
1998	69 th Avenue Local Improvement District (Specht Development, Inc): 2,750 lineal feet of partial/full-width street improvements

Specht Development, Inc. is the owner or contract purchaser of fifteen (15) of the twenty five (25) parcels within the proposed LID boundary (Attachment 2; p. 11). These parcels comprise 59% of the land area (Attachment 2; p. 12) and 64% of the street frontage within the assessment district (Attachment 2; p. 13). The Tigard Municipal Code (TMC) 13.04.020 specifies that an LID may be initiated by written petition of "property owners owning at least fifty percent of the property benefited by the local improvement" (Attachment 2; pp. 2-4 & 14).

Current Proposal

The proposed Local Improvement District in the Tigard Triangle will be for the express purpose of improving the following streets to partial of full standards as required by the City of Tigard (Attachment 2; p. 6)

- SW 68th Avenue (between SW Dartmouth Street and SW Baylor Street)
- SW 69th Avenue (between SW Dartmouth Street and SW Baylor Street)
- SW 70th Avenue (between SW Dartmouth Street and SW Baylor Street)
- SW Dartmouth Street (between SW 68th Avenue and SW 69th Avenue)
- SW Clinton Street (between SW 68th Avenue and SW 69th Avenue)

The improvements to the aforementioned streets would include:

- | | |
|--------------------|----------------------------|
| • Asphalt Pavement | • Sanitary Sewer |
| • Curb and Gutter | • Water Improvements |
| • Sidewalks | • Storm Drainage |
| • Street Trees | • Utility Undergrounding |
| • Street Lighting | • Right-of-Way Acquisition |
| • Street Signs | |

The LID would provide highly visible enhancements to the Tigard Triangle area, particularly SW Dartmouth Street and SW 68th Avenue. Each of these streets, within the proposed district boundary, is at the Dartmouth St terminus of the previous LID's. Consequently, an obvious visual difference is noticed on the north side of SW Dartmouth Street between the I-5 On/Off Ramps and SW 69th Avenue. It should also be noted that the I-5 Ramp intersection is a designated Tigard Triangle Portal. Therefore, consideration would be given to enhancements associated with that distinction such as the monument on SW 72nd Avenue at the northbound 217 on/off-ramp intersection (Attachment 2; p. 17).

Cost Estimate

Without the benefit of greater detail for the scope of work, we submit the following estimate for the total cost of the currently proposed LID. According to the Preliminary Engineer's Report on record, the total LID cost for the 1998 SW 69th Avenue LID project was \$1,288,005.00. After evaluating that cost per lineal foot of street improvements, our estimate will use a cost of \$500 for full width and \$300 for partial width street improvements. These unit costs assume a similar scope of work. For the purpose of a preliminary evaluation, we will estimate the total LID cost based on the following values (Note: These costs do not reflect cost of living increases and general inflation).

<u>Work Item Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Item Cost</u>
Partial Street Improvements:	2,015 lineal feet	\$300/LF	\$604,500.00
Full Street Improvements:	1,220 lineal feet	\$500/LF	\$610,000.00
Sub Total:			\$1,214,500.00

<u>Ancillary Costs</u>	<u>Portion of Sub Total</u>	<u>Item Cost</u>
City of Tigard		
Administrative/Construction Services:	8%	\$100,000.00
Preliminary Engineer's Report and		
60% Complete Construction Drawings	16%	\$200,000.00
Total LID Cost:		\$1,514,500.00

The 25 parcels within the proposed LID boundary combine for a total of 297,525 square feet (Attachment 2; p. 14). When consideration is given to the general feasibility of a proposed LID, a ratio of 3:1 of land value (\$15/square foot) to the total cost of the LID is favorable. In this case, the ratio is approximately 2.95:1.

$$297,525 \text{ SF} \times \$15/\text{SF} = \$4,462,875.00$$

$$\text{Estimated LID Cost} = \$1,514,500.00$$

The Local Improvement District (LID) formation process.

The LID process has several steps in it. The basic concept of any LID is that the benefited properties pay for the improvements. The following is the LID process, in accordance with our City Municipal Code:

- Preliminary Evaluation Report
- Preliminary Engineer's Report
- Declaration of intention to form the district

- District formation
- Construction of Improvements
- Spreading of assessments by ordinance

We are currently preparing the Preliminary Evaluation Report, which should provide sufficient information for Council to make a decision on whether or not to proceed with directing staff to prepare a Preliminary Engineer's Report for the purpose of evaluating the feasibility of forming the LID. The Preliminary Engineer's Report will also have the proposed methodology for distributing the costs, the proposed LID Boundary, and the benefited properties that would be included in the LID.

An LID could be formed through Council initiative, or at the request of the property owners that want the improvements. For this particular LID, Specht Development, Inc. has submitted a formal "Petition for and Consent to Create a Local Improvement District." Specht Development, Inc. has agreed to pay, in advance, the cost of preparing the Preliminary Engineer's Report with the understanding that the City include the cost of preparing the report in the total cost of the LID, if and when the City establishes the District. The total cost of the LID would also include the City's contribution for the design and construction management, plus the costs to establish the LID and construct the improvements. The LID formation is contingent upon 50% of the properties by area approving the LID formation. In this case, Specht Development, Inc. is the owner or contract purchaser of fifteen (15) of the twenty five (25) parcels within the proposed LID boundary. These parcels comprise 59% of the land area. The Tigard Municipal Code (TMC) 13.04.020 specifies that an LID may be initiated by written petition of "property owners owning at least fifty percent of the property benefited by the local improvement" Council, or the property owners, could withdraw at anytime if the costs prove to be exorbitant, or if construction of the improvements does not appear feasible. The property owners could stop the LID formation if two-thirds of them (by area) remonstrate against the LID formation. Since there is one major property owner for this LID, if he decides he does not want to proceed, we would terminate the LID process.

The City would provide the interim financing to design and construct the project, and then issue bonds after the project is completed and the total costs are known. The benefited property owners would be assessed their share of the LID costs with repayment over a 10 to 20 year period, or all at once if they choose.

If Council moves to proceed with establishing the Local Improvement District in the Tigard Triangle, the following estimated time line can be expected (Attachment 2; p. 15-16).

Issues To Be Resolved

Some of the major issues that need to be resolved for the successful implementation of the improvements in the proposed LID are:

- Acquisition of property for the road improvements.
- Dedication of Right of Way along SW 70th Avenue
- Connection to existing improvements and infrastructure.

Recommendations

The LID appears feasible. To comprehensively address the roadway improvement deficiencies in the Tigard Triangle, staff recommends the following:

- That Council direct staff to proceed with the next step in the LID process. This would require a resolution directing staff to proceed with the preparation of a Preliminary Engineer's Report. This report would examine the overall scope of work and associated cost assessment per tax lot owner within the LID boundary. Specht Development, Inc. has agreed to pay, in advance, the cost of preparing the Preliminary Engineer's Report with the understanding that the City include the cost of preparing the report in the LID, if and when the City establishes the District.



January 25, 2006

Gus Duenas, City Engineer
Engineering Department
City of Tigard
13125 SW Hall Blvd.
Tigard, Oregon 97223

RE: Proposed Local Improvement District in Tigard Triangle area

Dear Mr. Duenas:

On behalf of Specht Development, Inc., I am submitting ten (10) copies of a petition requesting the City Council to form a Local Improvement District (LID) and make public street and utility improvements to certain streets within the Tigard Triangle area. Specht Development, Inc. is the owner or contract purchaser of 15 out of the 25 parcels within the proposed LID boundary; these parcels represent 59% of the land area and 64% of the street frontage within the proposed assessment district. This is significantly more than the minimum required by Tigard Municipal Code (TMC) 13.04.020, which requires "property owners owning at least fifty percent of the property benefited by the local improvement" to initiate a Local Improvement District by written petition.

The proposed LID would include street and utility improvements to SW 68th Avenue, SW 69th Avenue, SW 70th Avenue, SW Dartmouth Street and SW Clinton Street, all within the "Tigard Triangle", between SW Dartmouth Street and SW Baylor Street, and between SW 68th Avenue and SW 70th Avenue. These streets are currently substandard; or, in the case of SW 70th Street, non-existent. This LID would make improvements similar to the improvements made to SW 69th Avenue south of Dartmouth Street. As you know, Specht Development, Inc. initiated a successful LID for those improvements in 1998.

We respectfully request that your office prepare a Preliminary Evaluation Report for the City Council's consideration, and schedule this matter before the City Council at the earliest possible date. If the City Council adopts a Resolution directing that a Preliminary Engineer's Report be prepared, Specht Development, Inc. will pay in advance the cost of preparing that report, in accordance with TMC 13.04.030, with the understanding that the City will include the cost of preparing the report in the LID, if and when the City establishes the District.

Thank you, Gus.

Sincerely,

Ed Murphy
Comprehensive Planning Manager

Project File # 1017.001

20085 NW Tanasbourne Drive
Hillsboro, OR 97124

P 503.858.4242

F 503.645.5500

E hillsboro@ldcdesign.com

www.ldcdesign.com

Hillsboro, OR
Tillamook, OR
Vancouver, WA
Bellevue, WA
Coeur d'Alene, ID
Rocklin, CA
Clermont, FL

PETITION FOR AND CONSENT TO CREATE A LOCAL IMPROVEMENT DISTRICT

**THE HONORABLE MAYOR AND CITY COUNCIL
City of Tigard
County of Washington
State of Oregon**

In the matter of the improvement of lands described as:

Street and utility improvements to SW 68th Avenue, SW 69th Avenue, SW 70th Avenue, SW Dartmouth Street and SW Clinton Street, all within the "Tigard Triangle" between SW Dartmouth Street and SW Baylor Street, and between SW 68th Avenue and SW 70th Avenue.

We, the undersigned petitioners, hereby request that the City of Tigard investigate the feasibility of forming a Local Improvement District (LID) and draft a Preliminary Evaluation Report for the City Council's consideration. The evaluation would review the feasibility and estimated costs of making public improvements to these streets through the creation of an assessment district. If the Preliminary Evaluation Report determines that the LID is feasible, we request that the City Council direct the engineering staff to proceed to the next step and prepare a Preliminary Engineering Report.

The LID would be for the express purpose of:

Improving the following streets to partial or full city street standards, including streets, curbs, gutters, sidewalks, street trees, street lights and signage; sanitary sewer; water, including fire hydrants; storm drainage facilities; undergrounding of overhead utilities; acquisition of additional right-of-way or easements acquisition, if necessary; street and utility engineering design and related professional service:

- SW 68th Avenue, between SW Dartmouth Street and SW Baylor Street;
- SW 69th Avenue between SW Dartmouth Street and SW Baylor Street;
- SW 70th Avenue between SW Dartmouth St and SW Baylor Street;
- SW Dartmouth Street between SW 68th and SW 69th Avenues;
- SW Clinton Street between SW 68th and SW 69th Avenues.

The area hereby to be improved by the creation of an assessment district comprises approximately 10 acres, counting existing right-of-ways. The area and the proposed LID are more specifically explained in the Exhibits attached to this petition, which are all by reference herein made a part of this petition, and which include the following:

- Exhibit 'A' is a list of the properties to be included in the LID;
- Exhibit 'B' is a narrative description of the proposed improvements;
- Exhibit 'C' includes maps (Figures 1-6) which illustrate the general location, the proposed boundary, the property ownerships, and the parcel size and parcel frontage of each parcel within the LID;

- ° Exhibit 'D' provides detail on the area and frontage calculations, including the percentage of the area and frontage which is owned by Specht Development, Inc., which is summarized on Figures 5 and 6 of Exhibit 'C'.

We hereby declare that we, the undersigned petitioners:

- (1) Are in fact the owner or the contract purchaser of the indicated properties;
- (2) Represent at least fifty percent (50%) of the property benefited by the proposed local improvement district;
- (3) Understand that the cost of these improvements would be borne by the benefited property owners if a local improvement district were formed;
- (4) State that by signing this petition we are only acknowledging an interest in having a preliminary engineering report completed, and are not committed to supporting any local improvement district that may be proposed as a result of the City's evaluation and report.

WHEREFORE, petitioners request that said preliminary investigation be accomplished, and a Preliminary Evaluation Report be delivered to the City Council regarding the feasibility of creating an assessment district, and further that, if the LID appears to be feasible, the City Council of the City of Tigard, Oregon, direct staff to prepare a Preliminary Engineering Report and expedite the study as much as possible.

SIGNATURE	COMPANY	ADDRESS	TAX LOT # (WCTM 1s136DD)
Todd R. Shaffer	SPECHT DEVELOPMENT, INC.	15400 SW MILITARY BEAVERTON OR 97006	2100
Todd R. Shaffer	"	"	2200
Todd R. Shaffer	"	"	2300
Todd R. Shaffer	"	"	2500
Todd R. Shaffer	"	"	2900
Todd R. Shaffer	"	"	3000
Todd R. Shaffer	"	"	3001
Todd R. Shaffer	"	"	3100
Todd R. Shaffer	"	"	6100
Todd R. Shaffer	"	"	6200
Todd R. Shaffer	"	"	6300
Todd R. Shaffer	"	"	6500
Todd R. Shaffer	"	"	6600

**PROPERTIES INCLUDED WITHIN THE PROPOSED
LOCAL IMPROVEMENT DISTRICT**

The following tax lots, all on Washington County Tax Assessor's Map 1S136DD:

<u>Tax Lot #</u>	<u>Owner or contract purchaser</u>
2100	Pollock, Donald E & Julia Gail / Specht Development, Inc.
2200	Pollock, Donald E / Specht Development, Inc.
2300	Carpenter, Richard L / Specht Development, Inc.
2500	Dickey, Velda A / Specht Development, Inc.
2900	Specht Development, Inc.
3000	Specht Development, Inc.
3001	Specht Development, Inc.
3100	Specht Development, Inc.
6100	Specht Development, Inc.
6200	Specht Development, Inc.
6300	Specht Development, Inc.
6500	Specht Development, Inc.
6600	Specht Development, Inc.
6700	Specht Development, Inc.
6800	Specht Development, Inc.
1900	John Carl Coon & Mary G. Olsen, Trustee
2000	Paul B. Wagar Jr. & Kaneko T TRS
2400	Sternberg Family Limited Partner
2700	Lavida E. Miller
2800	Glenn L. and Sharon L. Moore
3290	Judy Lorraine Strojny & Diane Louise Baldwin
6900	J. T. Jr. and Theresa A. Roth
7001	Jacob T. Jr. and Theresa A. Roth
7300	Kenneth and Marilyn Rosenfeld
7601	Marzie Salarie

NARRATIVE DESCRIPTION OF THE PROPOSED PROJECT

The proposed project would improve the public streets and utilities to partial or full city standards. Specifically, the project would improve:

- Partial street improvements to SW 68th Avenue, between SW Dartmouth Street and SW Baylor Street, along the west side of the street only (Pacific NW Properties is improving the east side of the street as a condition of development), and not including tax lot 2600 (1S136DD), which is already developed;
- Full street and utility improvements to SW 69th Avenue between SW Dartmouth Street and SW Baylor Street, along both sides (except that portion between SW Dartmouth Street and SW Clinton Street along the west side of SW 69th Avenue, which is being developed by Pacific NW Properties as a condition of development);
- Partial street improvements to SW 70th Avenue between SW Dartmouth St and SW Baylor Street, along the east side of the street only, and not including tax lot 7500 (1S136DD), which is already being developed by Pacific NW Properties as a condition of development;
- Partial Street improvements to SW Dartmouth Street between SW 69th and SW 70th Avenues, on the north side of SW Dartmouth Street only;
- Full street and utility improvements to SW Clinton Street between SW 68th and SW 70th Avenues.

The street standards assumed in this proposed local improvement district are as follows:

- SW 68th Avenue would be 44-feet wide in a 70-foot wide right-of-way;
- SW 69th Avenue would be 36-feet wide in a 60-foot wide right-of-way;
- SW 70th Avenue would be a "1/2" street improvement, i.e., 18feet wide in a 30-foot wide right-of-way, with curbs, sidewalks, landscape strip and street trees on the east side only;
- SW Dartmouth Avenue would be 56-feet wide in a 94-foot wide right-of-way.

There appears to be enough right-of-way available for the proposed improvements, therefore it should not be necessary for the City to acquire additional right-of-way or easements. However, if there is a need to acquire for additional right-of-way or public easements, the costs of such acquisitions would be added to the LID.

In addition to any right-of-way acquisition and construction costs, other costs will be folded into the local improvement district, including but not limited to city staff and consultant time and materials for survey, engineering design, project administration, legal services and financing costs.

SUPPORTING ILLUSTRATIONS

The following figures illustrate the percentage of the property area and property frontage owned by Specht Development, Inc.

Figure 1 – This figure illustrates the location of the proposed Local Improvement District, which is within the "Tigard Triangle", generally north of Dartmouth Street, between I-5 and SW 72nd Avenue;

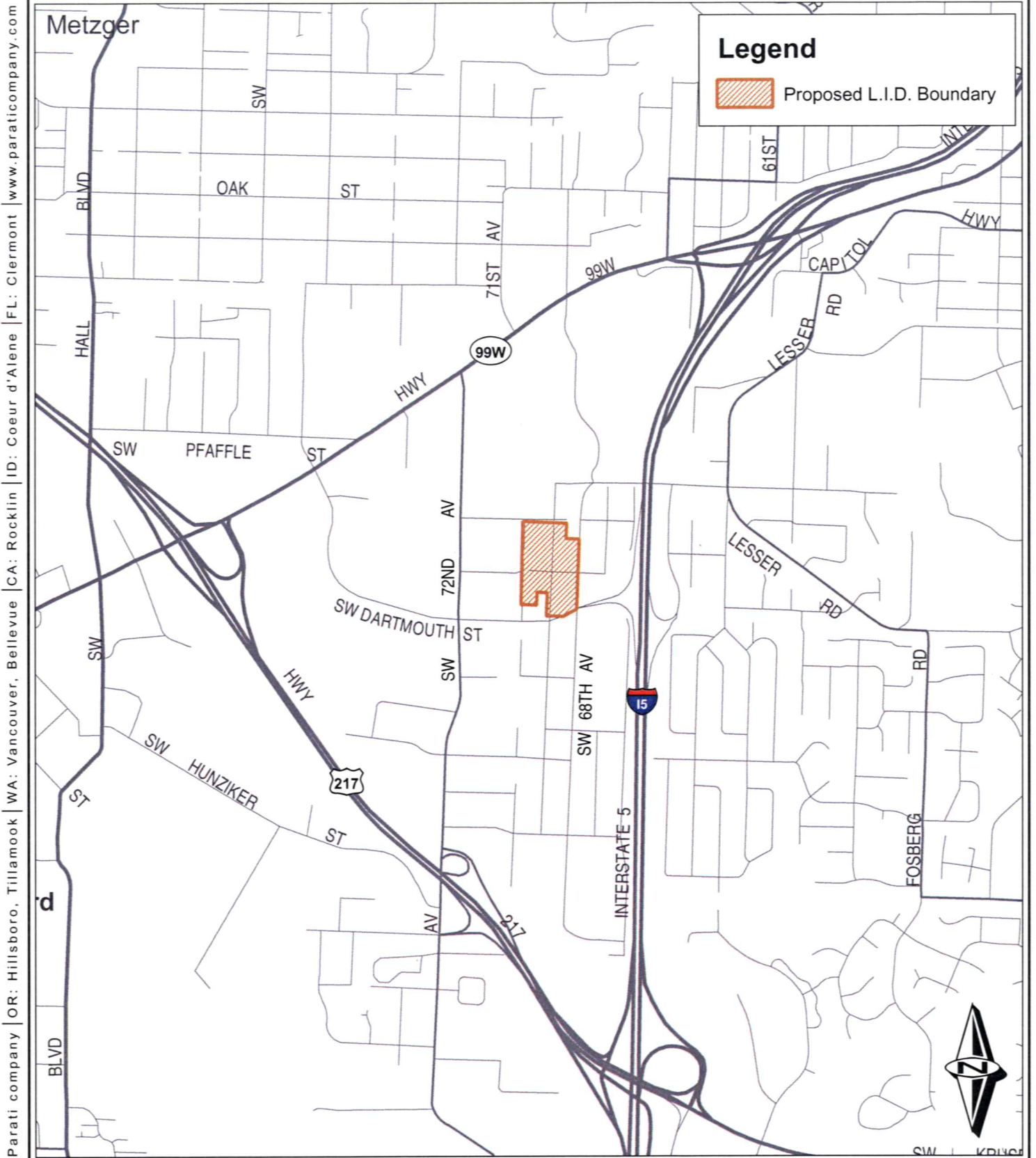
Figure 2 – This figure is an aerial photograph which shows the proposed LID boundary and the parcels that would be included in the assessment district;

Figure 3 – This figure shows the ownerships of the properties in and adjacent to the proposed LID boundary;

Figure 4 - This figure illustrates the proposed local improvement district boundary, and the areas where street and utility improvements would be made. All public improvements made as part of the LID project would be within this boundary;

Figure 5 - This figure shows the total land area, in square footage, of the parcels within the proposed LID, and the percentage of the square footage owned by Specht Development, Inc.

Figure 6 – This figure shows the total street frontage of the parcels within the proposed LID, and the percentage of the street frontage of parcels owned by Specht Development, Inc.



Design Group
a Parati company
20085 NW TANASBOURNE DRIVE
HILLSBORO, OREGON 97124
PH: 503.858.4242
FAX: 503.645.5500

Figure 1: Location Map Specht LID City of Tigard, Washington County, Oregon

Sources:
Metro Data Resource Center, RLIS Lite Data Disc, November 2005

Date:
01/20/2006

Scale:
1" = 1,300ft.

Project #:
1017.001.00

Drawn By: CEB



Figure 2: Aerial Photograph Specht LID City of Tigard, Washington County, Oregon

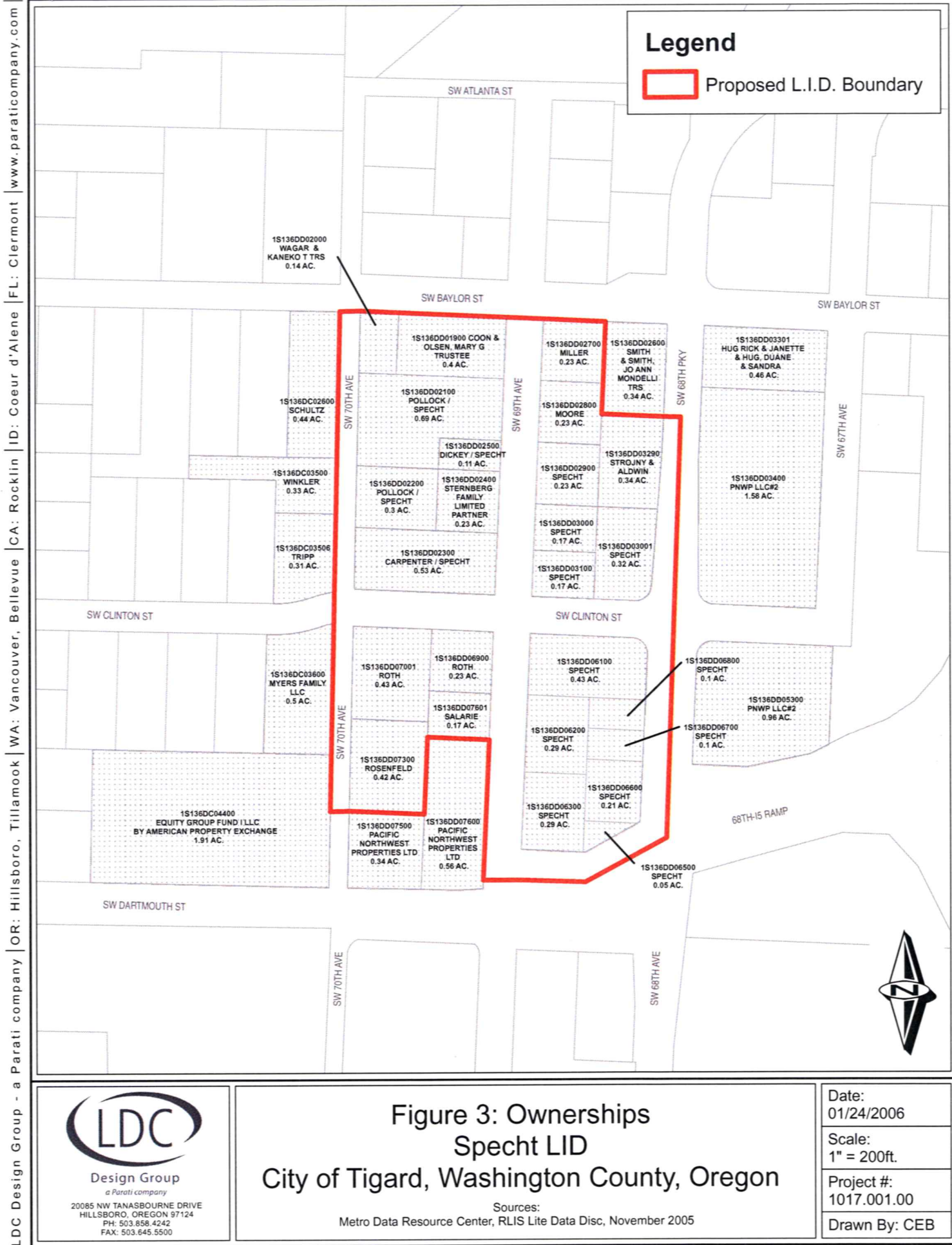
Sources:
Metro Data Resource Center, RLIS Lite Data Disc, November 2005
and Metro Data Resource Center, RLIS Photo, 2001

Date:
01/20/2006

Scale:
1" = 300ft.

Project #:
1017.001.00

Drawn By: CEB



20085 NW TANASBOURNE DRIVE
HILLSBORO, OREGON 97124
PH: 503.858.4242
FAX: 503.645.5500



Figure 4: Improvement District Specht LID City of Tigard, Washington County, Oregon

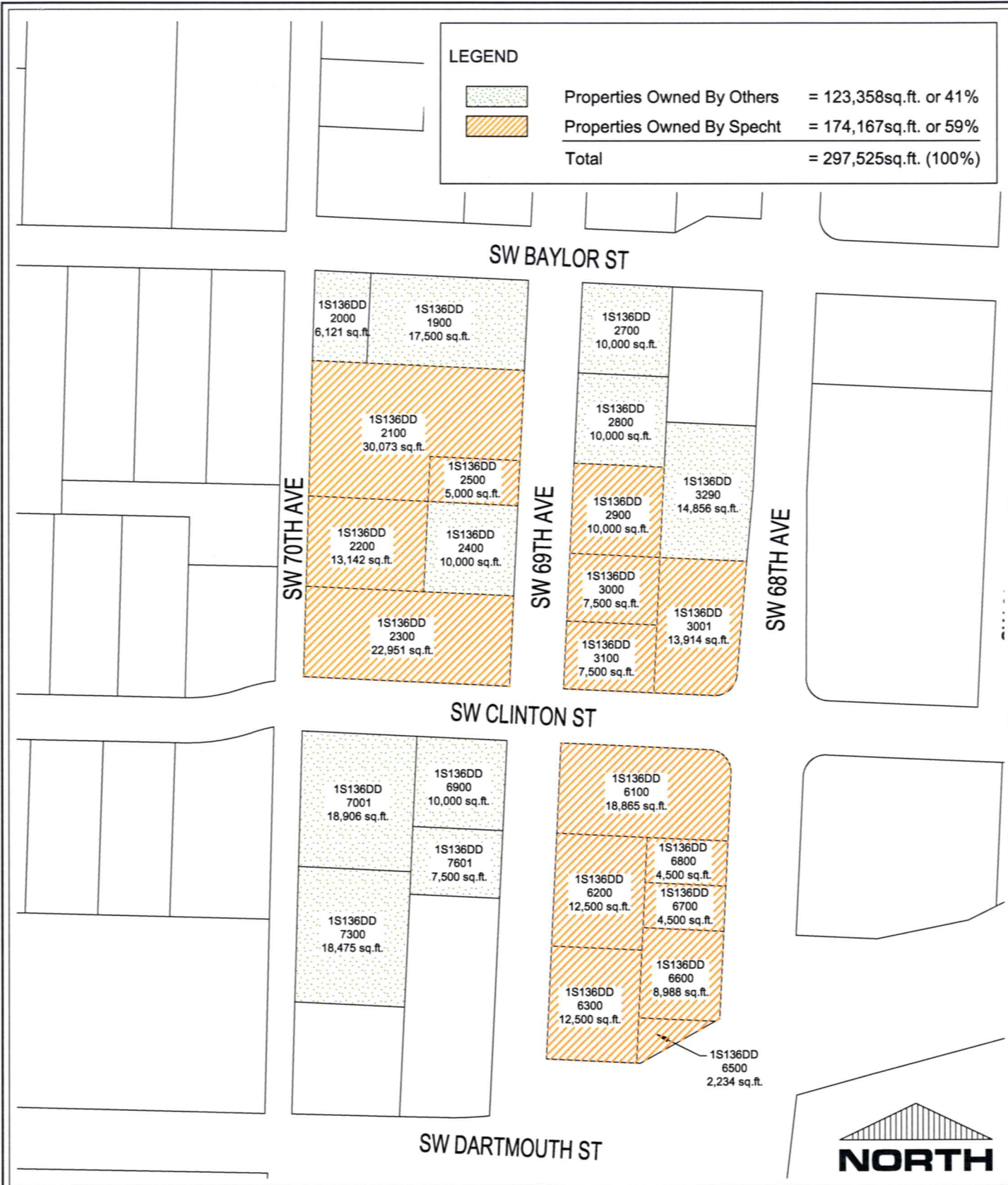
Sources:
Metro Data Resource Center, RLIS Lite Data Disc, November 2005

Date:
01/24/2006

Scale:
1"=150ft.

Project #:
1017.001.00

Drawn By: CEB



**Figure 5: Parcel Square Footage
Specht LID
City of Tigard, Washington County, Oregon**

Sources:
Metro Data Resource Center, RLIS Lite Data Disc, November 2005

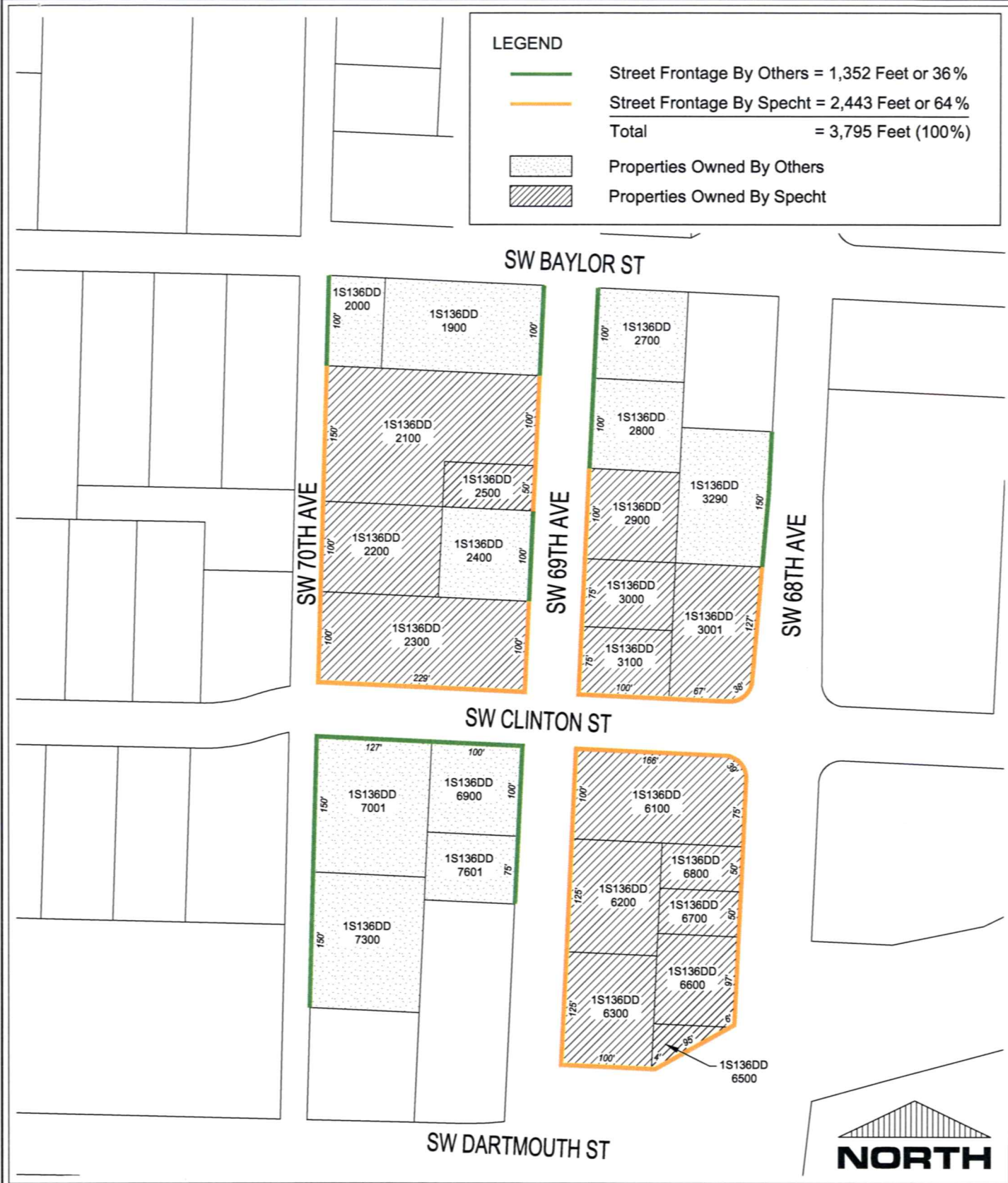
Date:
01/20/2006

Scale:
1"=150ft.

Project #:
1017.001.00

Drawn By: CEB





**Figure 6: Linear Street Frontage
Specht LID
City of Tigard, Washington County, Oregon**

Sources:
Metro Data Resource Center, RLIS Lite Data Disc, November 2005

Date:
01/20/2006
Scale:
1"=150ft.
Project #:
1017.001.00
Drawn By: CEB

2006 Tigard Triangle LID Initiation Support Chart

LID Support						68th, 69th, 70th and Clinton				
Owner Name	Purchased by Specht?	Tax Lot #	Sq. Footage	Total Frontage (ft)	In LID	Frontage (ft)	Sq. Footage			
TAX Map 1S136DD										
Pollock / Specht	Y	2100	30,073	250	x	250	30,073			
Pollock / Specht	Y	2200	13,142	100	x	100	13,142			
Carpenter / Specht	Y	2300	22,951	429	x	429	22,951			
Dickey / Specht	Y	2500	5,000	50	x	50	5,000			
Specht	Y	2900	10,000	100	x	100	10,000			
Specht	Y	3000	7,500	75	x	75	7,500			
Specht	Y	3001	13,914	232	x	232	13,914			
Specht	Y	3100	7,500	175	x	175	7,500			
Specht	Y	6100	18,865	380	x	380	18,865			
Specht	Y	6200	12,500	125	x	125	12,500			
Specht	Y	6300	12,500	225	x	225	12,500			
Specht	Y	6500	2,234	99	x	99	2,234			
Specht	Y	6600	8,988	103	x	103	8,988			
Specht	Y	6700	4,500	50	x	50	4,500			
Specht	Y	6800	4,500	50	x	50	4,500			
Subtotal, Specht			174,167	2443		2,443	174,167			
Wagar/Kaneko	N	2000	6,121	162	x	100	6,121	Excludes frontage on Baylor		
Coon/Olsen	N	1900	17,500	275	x	100	17,500	Excludes frontage on Baylor		
Sternberg	N	2400	10,000	100	x	100	10,000			
Miller	N	2700	10,000	200	x	200	10,000	Excludes frontage on Baylor		
Moore	N	2800	10,000	100	x	100	10,000			
Strojny/Baldwin	N	3290	14,856	150	x	150	14,856			
Roth	N	7001	18,906	277	x	277	18,906			
Roth	N	6900	10,000	200	x	200	10,000			
Rosenfeld	N	7300	18,475	150	x	150	18,475			
Salarie	N	7601	7,500	75	x	75	7,500			
Subtotal, Others						1,452	123,358			
Total						3,895	297,525			
% controlled by Specht						63%	59%			

EXHIBIT 'D'

Specht Triangle LID
Tentative Schedule
12/01/05

PHASE I: INITIATE LID

- | | |
|---|------------------|
| 1. Develop tentative LID boundary | 11/25/05 |
| 2. Review with City staff | 11/29/05 |
| 3. Meet with individual property owners | 12/01 – 12/09/05 |
| 4. Revise boundary | 12/12/05 |
| 5. Meet with City Engineer | 12/15/05 |
| 6. Neighborhood meeting (optional) | 1/12/06 |
| 7. Submit petition to City staff | 1/20/06 |
| 8. Petition presented to City Council | 2/14/06 |

PHASE II: FORMATION OF LID

- | | |
|--|---------|
| 9. Council requests Engineering Report | 2/14/06 |
| 10. Specht deposits funds | 2/17/06 |
| 11. Preliminary Eng. Report completed | 4/14/06 |
| 12. Council adopts Report, calls for hearing | 5/9/06 |
| 13. Public Hearing | 6/16/06 |
| 14. Adoption of LID Ord. and assessment roll | 6/16/06 |

PHASE III: CONSTRUCTION DRAWINGS

- | | |
|--|---------|
| 15. Complete Final construction drawings | 7/21/06 |
| 16. Construction loan | 7/28/06 |
| 17. Advertise for bids | 7/28/06 |
| 18. Award bid | 9/12/06 |

PHASE IV: CONSTRUCTION

- | | |
|--------------------------------|----------|
| 19. Construction starts | 9/25/06 |
| 20. Construction completed | 12/22/06 |
| 21. Acceptance of improvements | 1/31/07 |

22. Final costs tabulated	2/28/07
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PHASE V: FINAL ASSESSMENT ROLL

23. Final engineering rpt/assessment roll	3/30/07
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24. Council adopts final assessment roll	4/24/07
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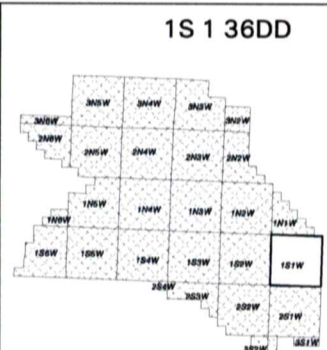
PHASE VI: SALE OF BONDS

25. Sale of assessment bonds	6/15/07
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26. First assessment notice	1/15/08
-----------------------------	---------

Tigard Triangle Portal
72nd Ave at HWY 217 On/Off Ramp Intersection

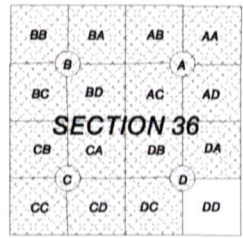




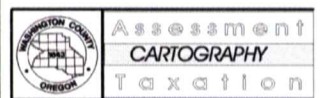
WASHINGTON COUNTY OREGON
SE1/4 SE1/4 SECTION 36 T1S R1W W.M.
SCALE 1" = 100'



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.washington.or.us



Cancelled Taxlots For: 1S136DD
300,2801,4200,4500,4800,4700,3401,
0101,0400,0500,0601,3002,7000,4300,
4400,0200,3201,3404,3301,5500,5901,
3003,100,1400,0000,3402,3403,3500,
3900,3700,7700,5400,5900,7100,301,
400,1800,5200,3300,4800,4800,5000,
5100,5700,7200,7400,2890,



PLOT DATE: July 02, 2004
FOR ASSESSMENT PURPOSES
ONLY DO NOT RELY ON
FOR OTHER USE

Map areas delineated by either gray shading or a cross-hatched pattern are for reference only and may not indicate the most current property boundaries. Please consult the appropriate map for the most current information.

TIGARD
1S 1 36DD

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE DISCUSSION - COUNCILOR HARDING COMMUNICATION IDEAS

PREPARED BY: Joanne Bengtson JW DEPT HEAD OK CP CITY MGR OK CP

ISSUE BEFORE THE COUNCIL

A discussion led by Councilor Harding on ideas to further improve communication with Tigard's staff and citizens.

STAFF RECOMMENDATION

No action necessary at this time – discussion only.

INFORMATION SUMMARY

Councilor Harding submitted a list of suggestions for improving communication with staff and citizens. Councilor Harding would like to share her ideas with Council and get input from other Council members.

OTHER ALTERNATIVES CONSIDERED

N/A

COUNCIL GOALS AND TIGARD BEYOND TOMORROW STATEMENT

Tigard Beyond Tomorrow Goal:

Communication

- # 1) The City will maximize accessibility to information in a variety of formats, providing opportunities for input on community issues and effective two-way communication.
- # 2) City policy makers shall facilitate two-way communication by providing timely information and responding to concerns raised.
- # 3) The community will be able to effectively participate in decision-making processes because they understand the land-use system.

Volunteerism

- # 1) City will maximize the effectiveness of the volunteer spirit to accomplish the greatest good for our community.

City Council Goals:

- Improve Communication and Relationship with Citizens
 - Implement the new neighborhood program throughout the City
 - Conduct a city-wide scientific survey/report card on City services

ATTACHMENT LIST

Councilor Harding's Communication Idea List

FISCAL NOTES

N/A

Communication Ideas:

- Connect neighborhoods
- Survey – comprehensive
- Change public notice signage and how posted...no one can read them driving by and half the time they are in the ditch.
- Better liaison reports and PSAs at council meetings re: outside committees *and* upcoming events
- Change in sign up sheets at door for council with check boxes of interest to help identify volunteers and people with special interests to help within committee system or otherwise
- Improved Cityscape and Web (do most logging on know what “RSS” means obscurely placed in the top left hand corner?)
- Better use of library as vehicle for communication
- SDCs - an understandable format for public to see and understand the complexities the state mandates
- Streamlined executive summaries to streamline council packets for ease of communication to public...no superfluous gobbledy goop or circle talk, "just the facts,' ma'am...and all the facts" with annotated attachments for reference.
- Improved relations with school districts/boards, county, etc.